

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 11-401

6 JANUARY 1999

AIR FORCE RESERVE COMMAND

Supplement 1

1 MAY 1999

Flying Operations

FLIGHT MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/XOOT

(Lt Col Mark R. Lane)

Supersedes AFI 11-401, 29 July 1998 and AFI

11-401/AFRC Sup, 8 November 1996

Certified by: HQ USAF/XOO

(Maj Gen Charles R. Henderson)

Pages: 133

Distribution: F

This instruction implements AFRPD 11-4, *Aviation Services*, and Department of Defense (DoD) Directive 1340.4, *Proficiency Flying Programs*, July 17, 1972, with Change 1. It sets procedures for managing Air Force flying resources and gives guidance that applies to administering flight management, aircrew training, and aircrew evaluation programs. It applies to all US Air Force flight managers, commanders of flying units, and aircrew personnel. Send comments and suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through channels to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. Any organizational level may supplement this instruction. Major commands (MAJCOM), field operating agencies (FOA), and HQ USAF direct reporting agencies (DRU) will send one copy of their supplement to HQ USAF/XOOT; other commands will furnish one copy of each to the next higher headquarters. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this instruction are in Title 10, United States Code, Section 8013 and 37 U.S.C. 301a. The Privacy Act System Number F011 AF XOA, Air Force Operations Resource Management Systems (AFORMS) covers required information.

(AFRC) The OPR for this supplement is HQ AFRC/DOTSF (SMSgt Mark B. Ayers). This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-401, 6 January 1999. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 99-1 which establishes a requirement to coordinate with SAF/IA, in order to determine political sensitivities, before approving foreign national orientation flights (**Table 1.1.**, Note 6); changes approval authority for foreign civilians and exceptions to policy from SECAF and CSAF to AF/CV IAW AFI 24-101 (**Table 1.1.**, lines 5 and 29); provides guidance for orientation flights in non-USAF aircraft (**Table 1.1.**, line 20); and changes OASD/PA to SAF/PA for non-local travel for news media (**Table 1.1.**, lines 23 and 25). The entire text of IC 99-1 is at **Attachment 9**. A bar (|) indicates revisions from the previous edition.

(AFRC) This revision incorporates approved guidance and procedures concerning the AFRC orientation flight program. It mandates use of the AFRC automated incentive pay program, expels policy for indoctrination flyers when occupying a set of controls, outlines flight time categories for aeromedical evacuation crewmembers (AECM), establishes policy for AFTO Form 781 disposition, and operations resource management responsibilities. A (|) indicates revisions from the previous edition.

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Chapter 1

RESPONSIBILITY AND OBLIGATIONS, FLIGHT AUTHORIZATIONS, FOREIGN MILITARY FLYING, AND THE AIR FORCE AIRCREW RATIO PROCESS

Section 1A—Responsibilities and Obligations

1.1. Who Must Comply. Policies and requirements of this instruction apply to all personnel who fly aboard Air Force aircraft (both active and inactive) and Air Force parachutists.

1.1. (AFRC) This supplement applies to air reserve technicians (ART) and non-ART civilian aircrew members according to their employment conditions and job description.

1.2. Responsibilities of HQ USAF/XOO. The HQ USAF Director of Operations establishes and monitors the Air Force flying program as outlined in this instruction to ensure effective use of resources.

1.3. Responsibilities of MAJCOMs. MAJCOM commanders through their staffs, must provide guidance, criteria, and supervision to subordinate commands to establish a system to carry out the requirements of this instruction and to meet training and operational needs of the US Air Force. Prohibit any agency or unit from operating or maintaining an aircraft which does not have an established system program director. For example, aircraft procured through non-DoD resources should not be flown or operated by USAF units.

1.3. (AFRC) Air Force Reserve Command (AFRC) flying units will comply with this supplement and with their respective gaining command directives as listed in AFRC Index 2. Refer matters containing questionable conflicts with gaining command directives through your respective numbered Air Force (NAF) to HQ AFRC/DO for resolution.

1.3.1. (Added-AFRC) Establishment of training objectives and the aircrew evaluation programs for AFRC flying units are specified in AFI 11-2 MDS-Specific Volumes 1 and 2, respectively.

1.4. Responsibilities of Subordinate Commands. Commanders are responsible for compliance with the minimum requirements of this instruction. Commanders: issue orders and supervise all personnel assigned or attached to their command for flying and parachute duties; establish procedures to ensure all flights are reviewed for flight feasibility, compliance with appropriate instructions, and adequate crew preparation for safe conduct of flight; and verify aircrew members are qualified before being assigned to an aircrew position.

1.4. (AFRC) AFRC units use gaining command procedures and forms to disseminate information to aircrew members and record receipt thereof unless AFRC has developed specific forms and procedures.

1.4.1. (Added-AFRC) Responsibilities of NAF chief of division/operations (DO). NAF DOs are the functional offices of primary responsibility (OPR) for Air Force operations resource management system (AFORMS) for all units under their control. The DO at each NAF designates an operations resource manager (1C0X2) as the functional manager and provides in writing to HQ AFRC/DOTSF the designee's grade, name, and work telephone number. These functional managers are the single points of contact for matters concerning AFORMS and flight management operations for their NAF

and subordinate units. NAF 1C0X2 functional manager responsibilities are according to individual position description (PD). For specific list of duties and responsibilities see paragraph **A10.3. (AddedAFRC)** of this supplement.

1.4.2. (Added-AFRC) Responsibilities of Wing 1C0X2 functional managers. Each operations group commander appoints the most qualified 1C0X2 within the wing to manage the career field. Forward a copy of the appointment letter to the NAF/DOTF and HQ AFRC/DOTSF. Each wing functional manager is responsible for: (See **Attachment 10 (AddedAFRC)** of this supplement.)

1.4.2.1. (Added-AFRC) Ensuring that a staff assistance visit is performed at each flying unit annually or when requested by the unit.

1.4.2.2. (Added-AFRC) Establishing a comprehensive 1C0X2 qualification and proficiency training program for all 1C0X2 duties within their wing. As a minimum, on the job training (OJT) programs will consist of core tasks outlined in the 1C0X2 career field education and training plan (CFETP).

1.4.2.3. (Added-AFRC) Each unit, not collocated with their respective wing, appoints the most knowledgeable 1C0X2 to implement the wing's program. Send a copy of the appointment letter to the NAF/DOTF and HQ AFRC/DOTSF.

1.5. Responsibilities of Personnel. Fliers and parachutists must:

1.5.1. Comply with this instruction.

1.5.2. Effectively and safely use flying resources available to them.

1.5.3. Validate during the annual flight or jump records review their record of flying or jump accomplishments during the previous year.

1.5.4. Make sure the Host Operations Systems Management (HOSM) Office maintaining their Flight Records Folder (FRF) or Jump Record Folder (JRF) is aware of any impending permanent change of station (PCS) move. The HOSM must know the proposed departure date, date of last flight before departure, and date the individual will pick up the FRF or JRF at least five days prior to departure.

1.5.4. (AFRC) A copy of the orders must be provided to the HOSM office within 5 working days.

1.5.4.1. (Added-AFRC) Individuals going to the altitude chamber/centrifuge training must sign out their original AF Form 702, **Physiological Training Record**. They must also hand carry a copy of their AF Form 1042, **Medical Recommendation for Flying or Special Operational**, that reflects current physical status prior to departure. Upon completion of training, the individual must return the updated AF Form 702 to the HOSM office.

1.5.5. Pick up their FRFs or JRFs before departing for PCS or a flying temporary duty (TDY).

1.5.6. Turn in their FRFs or JRFs to the proper HOSM office within 10 workdays after arriving at a new duty station. This also applies to aircrew members assigned to inactive flying positions.

1.5.6. (AFRC) AFRC units serviced by an active duty HOSM ensure reserve aircrew members report to the HOSM office within 30 days of assignment to the unit for initial flight record folder review/certification. Aircrews must turn-in active/inactive flight record folders to the HOSM office within 3 duty days after arrival at new duty station.

1.5.7. Turn in their medical records to the flight surgeon's office within 10 workdays after arriving at new duty station and complete initial clearance prior to first flight/jump.

1.6. Flying Obligations.

1.6.1. During Time of War. Commanders may order Air Force members on active duty to make flights in any aircraft. They are not entitled to incentive pay unless placed on aeronautical orders that require them to perform specific inflight duties on a frequent and regular basis. Members are not entitled to such pay if suspended by the President according to 37 U.S.C. 301(d) or 301a(c).

1.6.2. In Time of Peace. Commanders may order Air Force members on active duty to make official flights when in the best interest of the Air Force. They are not entitled to incentive pay unless placed on aeronautical orders that require them to perform specific inflight duties on a frequent and regular basis, i.e., fly a minimum of 4 hours per month.

1.6.2. (AFRC) Minimum flying time for air reserve component (ARC) is according to DOD Financial Management Regulation, Vol 7A, Chapters 56 and 57.

1.6.2.1. Members who are properly qualified and directed to perform specific inflight duties, not on a frequent and regular basis, may be ordered to do so using a flight authorization.

1.6.2.2. Members not ordered to perform inflight duties must fly only in passenger status on commercial or military aircraft with adequate facilities for transporting passengers (see paragraph [2.11.5.](#)).

1.6.2.3. Commanders may detail (by written orders) personnel of the command to take part in aircraft flights operated by any foreign government accredited by the United States, provided flights do not add more expense to the US Government, and provided personnel are on orders that require them to take part in frequent and regular flights.

1.7. Waiver Due to Combat Mission or National Emergency. MAJCOM commanders may waive any requirements of this instruction when necessary to carry out a combat mission or during a state of national emergency.

1.7. (AFRC) Approval authority is HQ AFRC/CC.

Section 1B—Flight Authorization

1.8. Aircraft Flight Authorizations. Commanders issue written authorizations documenting Air Force aircraft flights. If forms are required for this process, follow AFI 37-160V8, *The Air Force Publications and Forms Management Program - Developing and Processing Forms*. A commander's verbal authorization may direct aircraft flight only when time constraints or administrative procedures prevent written authorization. Issue follow-on written confirmation of this order within three workdays.

NOTE: Only commissioned supervisory personnel (e.g., CC/DO/SOF/Flight Commanders) may sign flight authorizations.

1.8. (AFRC) The HQ AFRC/DOT flight authorization (FA) program is the only authorized program that will be used to produce flight authorization forms (AFRC Form 9, **Flight Authorization**). It is the only authorized format for documenting Air Force Reserve aircraft flights. EXCEPTIONS: Fighter units may

use a locally produced flight authorization and sign out sheet. AMC gained units are authorized to use the computer assisted aircrew scheduling system (CAASS); providing FA contains all AFRC required remarks (associate units follow guidance stated in gaining MAJCOM instructions). Flight authorizations and AFTO Forms 781 must match with the following information: crew position, flight authorization duty code, reserve duty status, and mission type. All changes (additions or deletions) must be written in ink. For local/deployed station missions/sorties, the squadron supervisor of flying (SOF) may authorize changes to the flight authorizations. The SOF ensures all changes accurately reflect the actual crew complement stepping to the aircraft. The SOF initials the flight authorization changes to indicate his or her approval. The aircraft commander initials changes that occur after leaving home station. Upon return to home station, file a copy of the corrected flight authorization with the original. Commissioned officers authorized to sign flight authorizations must be assigned to the respective unit.

1.8.1. The flight authorization, as a minimum, must include:

- 1.8.1.1. A designated pilot-in-command or formation flight leader of each flight or flight element.
- 1.8.1.2. Name, grade, and crew position of each aircrew member.
- 1.8.1.3. Type, serial number, call sign of aircraft or formation and mission symbol.
- 1.8.1.4. Place from which the flight will depart plus "on-or-about" departure date.
- 1.8.1.5. An itinerary and the phrase "Variations in itinerary authorized."

1.8.1.6. (Added-AFRC) Reserve personnel not on extended active duty (EAD) must carry the following statement: Persons name or word "personnel" is /are subject to provisions of the uniform code of military justice while performing this duty."

1.8.1.7. (Added-AFRC) Mission essential ground personnel (MEGP) status is annotated on the flight authorization form if flying aboard an AFRC aircraft with an AFRC aircrew.

1.8.2. (Added-AFRC) ART crewmembers flying in civilian status will have their military and civilian grades reflected on the flight authorization as follows: Under the entry of grade, indicate military and civilian grades for ARTs for example: TSgt/GS-8, when applicable. Local flight clearance/flight authorization, as a minimum, reflects military grade. ARC flight duty status codes are as shown in [Table A2.1.](#), item 33 and as supplemented. All nine digits of the SSN will be reflected on the original, however, copy with full SSN will not be given to other aircrew members.

1.8.3. (Added-AFRC) The program element identifier (PEID) provided in the program authorization for reserve missions is "R."

1.8.4. (Added-AFRC) Flight authorization/order numbers will be in the following format: fiscal year (example: XX represents current fiscal year), followed by a dash, followed by 4 numbers. The first flight authorization published on 1 October of each fiscal year would be XX-0001. Number flight authorizations sequentially beginning with the number 0001. Renumbering will begin on the first day (first order published) of each fiscal year. Do not use separate numbering systems for locals and line missions. Units will establish procedures for assigning flight authorization numbers when part of the unit is deployed. Flight authorization numbers will be tracked in a log book or online file.

1.9. Authorization for Using US Air Force Aircraft. Commanders authorize aircraft flights to support command operations.

1.9.1. Commanders must also ensure each flight is in the direct interest of government business and does not exceed flying hour allocations without specific approval. Commanders must *not* authorize flights for personal convenience or recreation.

1.9.1. (AFRC) HQ AFRC/DOTS is the approval authority for all changes to a unit's flying hour program. Direct proposed changes to the unit's flying hour program through respective NAF in writing. Forward requests to AFRC/DOTS.

1.9.2. The transportation of passengers and cargo will be in accordance with DoD 4515.13-R, *Air Transportability Eligibility*, November 1994. Orientation flights may be approved as provided in DoD 4515.13-R and related correspondence.

1.9.2. (AFRC) Orientation Flights. See **Attachment 11 (AddedAFRC)** of this supplement for orientation flight procedures.

1.9.3. Commanders may use Air Force aircraft under their control to:

1.9.3.1. Perform tactical and combat operations.

1.9.3.2. Train aircrew personnel and evaluate aircrew performance.

1.9.3.3. Allow aircrews to meet the flying requirements of this instruction.

1.9.3.4. Further national health, safety, or interests, to include saving of human life if a medical officer indicates the situation involves possible loss of life, limb, or sight (DoD 4515.13-R).

1.9.3.5. Cooperate with foreign governments as directed by HQ USAF.

1.9.3.6. Perform other official missions as required.

1.9.3.6. (AFRC) Flights in the interest of repairing/recovering an aircraft stranded away from home station.

1.9.3.6.1. (Added-AFRC) Flights delivering aircraft to AMARC for final disposition. In the above instances, notify NAF/DO and HQ AFRC/DO prior to the flight. In all cases, mission support flights will only be approved when it is determined that the flight is in the best interest of the government and alternatives are deemed inadequate.

1.9.3.7. Conduct the Air Force Orientation Flight and Public Affairs Travel Programs according to DoD 4515.13-R, *Air Transportability Eligibility*; AFI 35-201, *Community Relations*; AFI 35-206, *Media Relations*; this instruction; and MAJCOM guidelines. **Table 1.1.** is a consolidated matrix of approval authorities for orientation flights and public affairs travel.

1.9.3.7. (AFRC) See **Attachment 11 (AddedAFRC)** of this supplement for orientation flight program approval authority. NOTE: All passengers who do not meet the requirements as outlined in **Table A2.3.** are listed on a passenger manifest. Do not list on the AFTO Form 781/flight authorization.

Table 1.1. Orientation Flight (Note 1) and Public Affairs Travel Approval Authorities.

L I N E	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
1	Distinguished Visitor (DV)	Members of the Congress or their staffs (note 2)	SECAF via SAF/LL
2	orientation flight	Federal and foreign government officials (note 6)	MAJCOM/CC (notes 3, 4, 5)
3		US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander	
4	Familiarization orientation flight	Foreign nationals (working for the DoD), when in the commander's overseas area of responsibility, and when the commander has determined that the flight is in the primary interest of the DoD. (Ref. DoD 4515.13-R, Chapter 10, para. G.2.) (note 6)	Overseas MAJCOM/CC (notes 3, 5)
5		Foreign civilians (note 6)	
6		Foreign military (Brigadier General (equivalent) and above or civilian equivalents) (note 6)	
7		Foreign military (Brigadier General (equivalent) and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (note 6)	
8		Foreign military (Colonel (equivalent) and below or civilian equivalents) (note 6)	
9	Familiarization orientation flight (Continued)	Foreign military during participation in exercises sponsored or directed by CJCS, unified commanders, and USAF component commanders of unified commands, which include combined operations of US and foreign forces. (Ref. DoD 4515.13-R, chapter 2, para. B.8.f.) (notes 6, 7) (note 1 N/A)	MAJCOM/CC (note 3)
10		Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training. (Ref. DoD 4515.13-R, chapter 2, para. B.8.b. and c. and AFI 11-401, para. 1.14.2.) (note 6) (note 1 N/A)	
			Applicable Training Unit Commander

L I N E	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
11		Foreign military not listed above. (Ref. AFI 11-401, para. 1.17.) (note 6)	HQ USAF/XOO
12		US citizens, when in direct support of the approving command. (Ref. DoD 4515.13-R, Chapter 10, para. E.3.a.) (note 8)	MAJCOM/CC (notes 3, 4)
13		Active-duty and Air Reserve Component (ARC) military (all grades) and DoD civilian equivalents (all grades)	MAJCOM/DO (notes 3, 9) (may be delegated but not lower than WG/CC or equivalent level)
14		Service Academy and ROTC cadets and midshipmen (note 10)	
15		Junior ROTC, Civil Air Patrol, Explorer Scouts	
16		FAA employees (comply with DoD 4515.13-R, Chapter 4, para. C.6.)	
17		Civilian employees of DoD contractors (note 11)	
18	Incentive orientation flight	USAF active-duty and ARC military members	MAJCOM/DO (notes 3, 9) (may be delegated but not
19	Spouse orientation flight	Spouses of US active-duty and ARC military members	lower than WG/CC or equivalent level)
20	Orientation flights in non-USAF aircraft	USAF active-duty and ARC military members (note 1 N/A)	WG/CC or equivalent level (determines line of duty status)
21	Point-to-point orientation flights		MAJCOM/CC (notes 3, 4, 5)
22	Public Affairs travel and orientation flights	News media (local/regional representatives)	Local travel (note 12)WG/FOA/DRU/CC (notes 14, 15)
23			Non-local travel (note 13)MAJCOM/CC (notes 3, 4) and SAF/PA

LINE	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
24		News media (national/international representatives)	Local travel (note 12)MAJCOM/CC (notes 3, 4, 15, 16)
25			Non-local travel (note 13)MAJCOM/CC (notes 3, 4) and SAF/PA
26		Community Relations (local individuals): civic leaders; community youth programs	Local travel (note 12)WG/FOA/DRU/CC
27	Public Affairs travel and orientation flights (continued)	(note 17); US citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (note 18)	Non-local travel (note 13)MAJCOM/CC (notes 3, 4)
28		Community Relations (non-local individuals): civic leaders; community youth programs (note 17); US citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (note 18)	MAJCOM/CC (notes 3, 4)
29	All other orientation flights and public affairs travel	Not listed above	HQ USAF/CV (note 19)

NOTES:

1. "Orientation flights" are defined as "continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin." "Note 1 NA" means the category of flight is not considered an orientation flight.
2. Requests for point-to-point travel must be specifically addressed and approved by SecAF. Retiring Members of the Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Legislative Affairs (ASD(LA)). (Ref. DSD Memo, 23 Dec 96.)
3. When aircraft are "chopped" or assigned to a gaining Commander in Chief (CINC), approval authority will be the Commander Air Force Forces (COMAFFOR) or Theater Special Operations Command (SOC) commander.
4. Superintendent approval authority for USAFA.
5. Inform AF/CC/XO/XOO, if approved.

6. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. Note: Foreign military “civilian equivalents” are comparable to DoD “civilian equivalents.”
 - a. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201, Disclosure of Military Information to Foreign Governments and International Organizations.
 - b. Coordinate with SAF/IA, before approval, to ensure no political concerns that would prevent the flight.
7. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.
8. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.
9. 34 TRW/CC approval authority for USAFA.
10. For foreign students enrolled in Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.
11. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract. If not otherwise specified in the government contract, point-to-point orientation flights require MAJCOM/CC approval. (Ref. DoD 4515.13-R, Chapter 2, para. B.9.b.)
12. DoD 4515.13-R, Chapter 3, defines local travel as travel which can be considered local with respect to distance from the DoD Component Headquarters, or installation concerned, and to the scope of interest in the public affairs program involved.
13. DoD 4515.13-R, Chapter 3, defines non-local travel as:
 - a. Travel from one country to another.
 - b. Travel outside the geographic area of responsibility of the command originating the travel request.
 - c. Travel which cannot be considered local due to the expanded scope of interest in the public affairs program involved, distance of travel, or the distance from the DoD Component Headquarters, or installation, requesting the travel.
14. Inform MAJCOM/PA.
15. Tenant unit Wing/FOA/DRUs will coordinate with host installation PAO and commander.
16. Inform SAF/PA.
17. Eligible categories of community youth programs (and charitable organizations) (Ref. DoD 1100.20, Support and Services for Eligible Organizations and Activities Outside the Department of Defense, Enclosure 2, paragraph 4.b. and Section 508 of title 32, United States Code) include: Boy (Girl) Scouts of America, Boys (Girls) Clubs of America, Young Men’s (Women’s) Christian Association, Civil Air Patrol, United States Olympic Committee, Special Olympics, Campfire Boys (Girls), 4-H Club, and Police Athletic League. For orientation only, not point-to-point. Parental and/or guardian permission is required and must be approved by SAF/PA.
18. Travel which is designed to improve relations, increase good will, or serve humanitarian purposes does not meet the criteria.

19. Requests for exception to policy must be submitted according to DoD 4515.13-R, Chapter 10, para. B. Note: Exception to policy authority delegated from CSAF to AF/CV IAW AFI 24-101, Passenger Movement.

1.9.3.7.1. Orientation flights are defined as “continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin.” MAJCOM commanders are the approval authority for waivers allowing “point-to-point” orientation flights.

1.9.3.7.2. CSAF or SecAF are the approval authorities for orientation flight and public affairs travel participant categories not otherwise listed in [Table 1.1](#). Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, chapter 10, paragraph B.

1.9.3.7.3. The USAF conducts orientation flights to reward and motivate individuals (incentive orientation flights only), ensure a better understanding of a particular weapon system and its role, or when the flight is determined to be in the best interest of the USAF. There are four types of orientation flights:

1.9.3.7.3.1. Incentive Flights. Providing a visible reward to military personnel for outstanding service and to motivate others to similar performance levels.

1.9.3.7.3.2. Distinguished Visitor (DV) Flights. Displaying USAF weapons systems to individuals so they gain a better understanding of the particular mission.

1.9.3.7.3.3. Familiarization Flights. Familiarizing individuals who normally have aviation-related responsibilities with USAF aircraft and missions.

1.9.3.7.3.4. Spouse Orientation Flights. Familiarize military spouses with the unit aircraft and mission so as to enhance their understanding of the military members role and contribution to the Air Force mission. Spouse orientation flights will be limited to retention and recruitment of critical skills and will not be expanded to an all skills, service-wide program. These flights must adhere to the following:

1.9.3.7.3.4.1. Will be provided within approved flying hour programs.

1.9.3.7.3.4.2. Will not use aircraft that require routine oxygen breathing equipment, are equipped with ejection seats, or have automatic escape devices that require special training.

1.9.3.7.3.4.3. Simulated emergency procedures, unusual attitudes, touch-and-go landings, minimum altitude, terrain following profiles, and airdrop missions are prohibited.

1.9.3.7.3.4.4. A qualified pilot will occupy either the pilot or copilot seat throughout the flight. Under no condition will a spouse be given control of the aircraft. The aircraft commander will brief this restriction prior to each mission.

1.9.3.7.4. MAJCOMs, ANG, FOAs, and DRUs will administer this program according to DoD 4515.13-R and the above guidelines. For approval authorities in [Table 1.1](#), ANG will use equivalent positions, as appropriate.

1.9.3.7.4.1. Maintain appropriate documentation on activity levels and periodically evaluate the program effectiveness.

1.9.3.7.4.2. Deleted.

1.9.3.7.4.3. Requests for orientation flight support from other MAJCOMs will be sent to the supporting MAJCOM DO for staffing and approval.

1.9.3.7.5. Deleted.

1.9.3.7.6. MAJCOMs, ANG, FOAs, and DRUs will forward copies of their supplements to the orientation flight program to HQ USAF/XOOT.

1.9.3.7.7. The USAF conducts Public Affairs travel and orientation flights for prominent US citizens, civic leaders, news media representatives, etc. See DoD 4515.13-R, AFI 35-201 and AFI 35-206 for additional guidance. **Table 1.1.** contains approval authorities for various categories of Public Affairs travel.

1.10. Authorization To Perform Inflight Duties in Air Force Aircraft.

1.10.1. A person may not perform duties in Air Force aircraft unless specifically authorized and physically and physiologically qualified. Unit commanders may restrict individuals from performing inflight duties in the unit aircraft when such performance may adversely impact safety, morale, or mission accomplishment. Commanders may authorize the following to perform aircrew and operational support duties in Air Force aircraft:

1.10.1.1. Qualified members of the US Air Force, Army, Navy, Marine Corps, Air Force Reserve, ANG, or Coast Guard of the United States who hold a current aeronautical rating, and are on aeronautical orders to take part in frequent and regular flights.

1.10.1.1. (AFRC) Members of gaining command operational readiness inspection (ORI)/standardization team/higher headquarters evaluation teams are authorized to fly in AFRC aircraft during official inspections/evaluations for the purpose of observing processes, training programs, and the effectiveness of the lessons learned system. ANG/ACC/AMC rated officers assigned to the ANG/AFRC test center (AATC) or directly involved in an AATC test project are authorized to fly AFRC aircraft in the performance of AATC duties. All other flying by non-AFRC crewmembers in AFRC aircraft must be approved by HQ AFRC/DOT (except for interfly agreements as outlined in paragraph 2.21.3.). In such cases, concurrence of the AFRC unit and applicable NAF/DO is mandatory. AFRC units will forward all non-AFRC crewmember flight requests through their respective NAFs to HQ AFRC/DOT for consideration for at least 15 days before planned flight. **EXCEPTION:** The 10 AF/DO has approval authority for ACC (flight must be for official purposes and must have a direct impact on the unit) active duty crewmembers on the current 10 AF and HQ AFRC/DO list of authorized ACC fliers (ACC and NAF/DO must coordinate the listing annually). AFSOC wing commanders have approval authority for AFSOC flying personnel.

1.10.1.2. Nonrated officers and enlisted members of US military services on aeronautical orders required to perform mission essential inflight duties on a full time basis as an aircrew member.

1.10.1.3. Operational support fliers on aeronautical orders required to perform essential specific inflight duties on an occasional basis, that cannot be accomplished by regularly assigned crew members.

1.10.1.4. Personnel authorized by competent authority to receive instruction in aircrew duties at Air Force schools.

1.10.1.5. Professionally qualified civilian employees of the US Government. MAJCOM commanders determine individual qualifications.

1.10.1.5. (AFRC) ART employees separated from active Reserve membership as a result of meeting their high year of tenure (HYT), and who either do not meet eligibility for an immediately optional unreduced retirement annuity or who have not completed the 1 year time frame of registration in the Department of Defense (DoD) priority placement program (PPP) are not considered status quo. An ART who loses active Reserve membership for medical reasons, but is otherwise eligible to continue performing in the civilian portion of the ART position is considered status quo. The determination as to whether the employee can perform the mental or physical requirements of the civilian position must be made by the appropriate military medical facility. Individuals who are retained in the civilian position as a status quo must obtain HQ AFRC/DO approval to continue on flying status. Unit must submit a request for continued flying of assigned civilian status quo or HYT through respective NAF and forward to HQ AFRC/DOT before continuing to utilize in flying status. Request includes name, grade, duty position, level of qualification, and rationale based on unit training needs which warrant continuation of flying. All civilian aircrew members (status quo or HYT) approved for flying must comply with the provisions of the basic instruction, this supplement, 10-series publications, and AFI 11-MDS series training directives. Civilian aircrew members authorized to fly are entered into AFORMS and a copy of their civilian position description/core document will be filed in the member's flight record folder. Do not schedule status quo or HYT aircrew members as part of the minimum crew complement required by the mission directive, mission participation is limited to non-transportation working capitol fund (TWCF) funded CONUS missions and local training flights. Civilian aircrew member participation on missions outside the CONUS requires approval by appropriate NAF/CC for each mission. For all ART officers (Colonel and below), the authorization to be placed on active flying status is based on the military and civilian job descriptions. In those cases where the military or civilian duties do not concurrently indicate that active flying is authorized or required, HQ AFRC and gaining MAJCOM makes the determination based on career development and other factors. Only the Chief of Staff Air Force (CSAF) can make determinations on general officers flying positions.

1.10.1.6. Qualified employees or prospective employees of a government contractor according to the terms and conditions of a current government contract.

1.10.1.6. (AFRC) If flying is annotated in the government contract, the wing commander is the approval authority in AFRC assigned aircraft. The unit flight management office (FMO) must maintain a copy of the contract on file. Employees must meet the minimum requirements of the basic instruction (i.e., physical, altitude chamber, life support training, etc.).

1.10.1.7. Foreign nationals according to section 1C.

1.10.1.8. US Air Force Academy cadets, Air Force Reserve Officer Training Corps (ROTC) cadets, Uniformed Services University of Health Sciences (USUHS) students participating in aviation related activities, and Civil Air Patrol (CAP) cadets are authorized to participate in flying duties as observers, in a special training status, on missions as determined by the MAJCOM. HOSMs will process aeronautical orders for such cadets or students. Neither flying incentive pay nor flying duty credit are authorized.

1.10.2. Do not assign family members to airborne duty on the same aircraft for a given mission. A family member is defined as spouse, brother, sister, parent, or child. MAJCOMs are authorized to waive this prohibition on a case-by-case basis only when unusual conditions dictate.

1.10.2. (AFRC) AFRC units will forward requests through channel to NAF/DO then AFRC/DO for final approval.

1.11. Authorization to Perform Inflight Duties in Non-US Air Force Aircraft. With MAJCOM approval, aircrew members may perform appropriate duties in non-US Air Force aircraft if it is in the interest of the US Government, approved by the authority who controls the aircraft, and the members are qualified and if applicable, licensed to perform such duties. Prior to authorizing these missions, MAJCOMs will ensure a valid requirement for a USAF officer to operationally fly exists, which cannot be accomplished in USAF aircraft. Requests to fly solely for the purpose of qualifying for incentive pay will not be approved. **NOTE:** Performing these duties does not remove military personnel from line-of-duty status.

1.12. Requirements for Pilots in Dual Controlled Aircraft.

1.12.1. Every flight in dual-controlled aircraft requires two pilots with current qualification in the type aircraft being flown. Anytime an individual not fully qualified in the specific type aircraft (mission design series) being flown occupies a pilot's seat (with a set of controls), a current and qualified instructor pilot will occupy the other seat. **EXCEPTIONS:**

1.12.1.1. If operational or command mission requirements dictate that these requirements are not practical.

1.12.1.2. To accommodate training programs for checkout or continuation programs.

1.12.1.3. If the crew composition requires another rated specialty (such as a weapons system officer).

1.12.1.4. To accommodate established programs (for example, indoctrination and orientation programs).

1.12.1.5. Flight surgeons and MAJCOM-designated Flight Test Engineers who take part in flights in dual-controlled aircraft.

1.12.2. At no time will an individual who is not fully qualified in the specific type aircraft being flown occupy any pilot's seat (with a set of controls) with passengers on board the aircraft.

EXCEPTIONS:

1.12.2.1. To accommodate training objectives required by formal training programs. This exception allows passengers, when they are an integral part of the overall mission being performed (e.g., pararescue, Rangers, CCT, SEALs, etc.) and their presence is required by the training syllabus, to be on board the aircraft. During such times, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2. In order to accommodate training objectives, unqualified pilots, who are authorized to obtain and maintain qualification in a particular mission design series (MDS) aircraft, may occupy a pilot's seat for purposes of conducting training when mission essential ground personnel (MEGP) are on board the aircraft (MEGP are as defined by MAJCOM in MAJCOM supplements to this instruction), and:

1.12.2.2.1. The MEGP perform unique support duties directly related and essential to the particular aircraft or mission being flown, e.g., a flying crew chief or security team required to guard the aircraft at enroute or destination stops.

1.12.2.2.2. MEGP status is granted by the OG/CC (or equivalent) with operational control of the aircraft being flown.

1.12.2.2.3. During such times, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2.4. This guidance does not apply to pilots not authorized to obtain and maintain qualification in the applicable aircraft, e.g., indoctrination and orientation flyers. MEGP may only fly on aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R.

1.12.2.3. UH-1 helicopters may be operated with a single pilot on passenger-carrying missions when operational or command mission requirements dictate that two pilots are not practical, and according to the Dash 1 for IMC/VMC flight. In addition, the copilot seat may be used for passengers and/or MEGP as defined and directed by MAJCOM. Under no circumstances will a passenger or MEGP be given control of the aircraft with other passengers or MEGP on board.

1.13. Deleted. (Superseded by AFI 11-202V1, paragraph 2.8.)

Section 1C—Flying by Military and Civilian Personnel of Foreign Nations in USAF Aircraft

1.14. Air Force Policy. The foreign military personnel listed below are authorized to take part in flights in US Air Force aircraft. Other foreign military personnel (for example, air attaches, other representatives of foreign air forces in Washington, D.C., and Foreign Military Sales [FMS] personnel and Military Assistance Program [MAP] personnel) should be advised to get a waiver of flying requirements from their own government for the duration of their tour in the continental United States (CONUS).

1.14.1. Foreign officers who serve in the US Air Force under the exchange program described in AFI 16-103, *Defense English Language Program and Informational Programs*, perform required frequent and regular flights as part of their duties are given flying privileges according to this instruction.

1.14.2. Foreign military personnel who receive flight training at Air Force training installations are given flying privileges that correspond to their course of training.

1.14.3. Foreign military personnel assigned or attached to the US Air Force or a joint staff, whose duties require such flights as part of joint exercises.

1.14.4. In overseas commands, subject to approval of the proper commander and following the command administrative procedures, military personnel of friendly foreign nations may take part as aircrew members in flights of US Air Force aircraft operated by the MAJCOM, Defense Intelligence Agency (DIA), US Military Groups (USMILGP), Missions, and Military Assistance Advisory Groups (MAAG) when: the individual is physically, physiologically, professionally, and administratively qualified; a fully qualified US Air Force pilot occupies a pilot position during aircraft operations; and when required by the MAJCOMs, DIA, USMILGP, Missions, or MAAG to help complete their mission.

1.14.5. If not otherwise provided for in this instruction, other foreign military personnel stationed at CONUS installations whose duties require them to fly in US Air Force aircraft must request approval according to paragraph **1.16**.

1.15. Flight Authorizations. Air Force flying unit commanders may, within the foregoing policy, authorize physically, physiologically, professionally, and administratively qualified military personnel of foreign nations to take part as aircrew members according to this instruction. Although foreign military personnel who take part in flying duties in US Air Force aircraft do not serve in command positions, exchange officers, FMS personnel, and MAP trainees may serve as pilot in command of single-place, multi-place, or formations of aircraft provided they qualify according to the standards set for a US Air Force pilot.

1.15.1. Foreign military personnel must have official flying records in their possession when they request flight duties in US Air Force aircraft or report to the local flight management activity for these duties. After the request for flying is approved, the applicant must fulfill US Air Force physical examination and physiological training requirements before flying.

1.15.2. Flights will be at the minimum level of difficulty consistent with performance of assigned duties. When possible, flights will not exceed either the monthly minimum for pay and currency required by the individual's country or the training level specified in the applicable MAJCOM aircrew training publications, whichever is greater.

1.16. Procedures for Processing Requests That Require HQ USAF Approval. Except as provided in paragraphs **1.14** and **1.15**, foreign military personnel with requirements for frequent flights for career or service status purposes, or operational needs, must submit a written request through the local base flight management activity and the proper MAJCOM to SAF/IADD, International Affairs Division, Washington DC 20330-1080, in turn. The letter must include:

- The name, grade, service identification number, and duty status of the applicant.
- Certification of flight status, including rating and date of rating.
- A brief summary of the individual's flight record including types of aircraft and number of hours per type aircraft the applicant has flown, date of last flight, and inclusive dates of last 100 hours of flying time.
- The minimum monthly and annual flight requirements of his or her country.
- A statement that the applicant is required by his or her Air Force to fly in order to keep rated status, to avoid jeopardizing service or career status, and to meet flight requirements for pay purposes, and such flight requirements cannot be waived by the service authorities of his or her country.
- A statement that US Air Force aircrew members are authorized reciprocal privileges in the applicant's country.

1.16.1. Base flight management activity endorsement must state the applicant's flight records are correct. It should include comments such as the base's resource capability to absorb the applicant within the local flying program.

1.16.2. The MAJCOM reviews the request and sends it to SAF/IADD with comments and recommendations.

1.16.3. SAF/IADD requests the foreign air attache in Washington, D.C. to verify the information on the request and the applicant's statement of flying requirements, to advise whether the requirements can be waived, and to affirm reciprocal flying privileges for US Air Force personnel. With this information, SAF/IADD approves or disapproves the request subject to concurrence by the appropriate HQ USAF OPR (based upon type of aircraft), then advises the foreign attache and the applicant through MAJCOM channels.

1.17. Requests for Exception. Submit requests concerning foreign personnel to take part in flights in USAF aircraft under conditions other than provided in this instruction or DoD 4515.13R to HQ USAF/XOO. MAJCOM and FOA commanders may approve orientation flights for foreign military or civilian equivalents within their area of responsibility provided all foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied. This authority cannot be delegated below the MAJCOM commander or FOA commander level.

1.17. (AFRC) Submit requests to HQ AFRC/DO at least 15 workdays before flight. Include individual's name, grade, position, aircraft type, and a brief explanation of how the flight is in the national interest and of benefit to the Air Force Reserve.

Section 1D—Air Force Aircrew Ratio Process

1.18. Purpose. This section provides guidelines and policy for determining and validating aircrew ratios. It applies only to MAJCOM aircraft where aircrew ratios determine authorized crew complement and manning.

1.19. Responsibilities.

1.19.1. MAJCOMs (includes Air Force Reserve and ANG) initiate proposed changes to existing aircrew ratios or the establishment of aircrew ratios for new aircraft. MAJCOMs should include a detailed analysis of aircraft mission tasking and associated assumptions. Both wartime and peacetime (funded) aircrew ratios should be addressed. If the peacetime (funded) aircrew ratio is higher than wartime, specific justification should be outlined. This documentation, with rationale for changing or establishing the aircrew ratio, should be forwarded to HQ USAF/XOF and HQ USAF/XOO after coordination with other MAJCOMs having like aircraft.

1.19.2. HQ USAF (XOF, in coordination with XOO) will forward approval or disapproval to the respective MAJCOM. MAJCOMs should seek funding approval through the normal budget process. HQ USAF/XOOT will use funded aircrew ratios to update peacetime rated requirements. AFI 65-503, *USAF Cost and Planning Factors Guide*, includes funded aircrew ratios.

Section 1E—Administrative Procedures

1.20. HQ USAF Waivers. MAJCOMs may publish HQ USAF waivers in supplements citing the authority (for example, HQ USAF/XOOT letter, date, subject).

Chapter 2

FLIGHT MANAGEMENT POLICIES

Section 2A—Flying Program

2.1. Rated Officer Flying Program. The rated inventory requires close management ensuring a high state of readiness is maintained with available resources. The authorized rated inventory includes lieutenant colonels and below. To manage this inventory as well as other rated positions, rated position identifier (RPI) codes are assigned to identify these positions.

2.1. (AFRC) Designation of proper rated position indicator (RPI) codes for AFRC rated officers is according to the unit manpower documents (UMD). The UMD designates the operational supervisory positions (lieutenant colonel and below) requiring active flying as prescribed in AFRESI 38-201, *Manpower Authorization, Allocations, and Change Requests*. These are designated with RPIs 6 and 8. Any changes, additions, or deletions to the RPI code listed in the unit, squadron, wing, or NAF, HQ AFRC/ DOT with Director of Personnel coordination must approve UMD.

2.2. Flight Management Codes. FAC codes detail the active or inactive flying activity for each duty position occupied by rated officers.

Table 2.1. Rated Position Indicator (RPI) Codes.

Rated Position Indicator (RPI) Codes	Explanation	Remarks
1	Pilot positions used primarily for cockpit duty.	See Note 1
2	Navigator or observer positions used primarily for cockpit duty.	See Note 1
3	Staff or supervisory positions at wing level and below that have responsibilities and duties that require rated expertise but which do not require the incumbent to fly.	See Note 2
4	Staff or supervisory positions above wing level that have responsibilities and duties that require rated expertise but which do not require the incumbent to fly.	See Note 2
5	Flight surgeon positions. This code is restricted to AFSC 48XX.	See Notes 3, 4, and 5
6	Staff or supervisory positions at wing level and below that have responsibilities and duties that require the incumbents to actively fly.	See Notes 2, 3 and 4

7	USAF officers not occupying a USAF rated position, but assigned to active flying duties in other than USAF units (exchange officers, etc.).	See Note 6
8	Staff or supervisory positions above wing level that have responsibilities and duties that require the incumbent to actively fly.	See Notes 3 and 4
0	Rated officers assigned to nonrated duties.	See Note 7

NOTES:

1. RPI 1 and RPI 2 officers are assigned to line flying positions or assigned to formal flying training programs. The primary duty of these officers is flying.
2. RPI codes 3, 4, 6, and 8 identify officers assigned to rated supervisory or staff positions. These positions require rated expertise (RPI 3, 4, 6, and 8) and some require active flying (RPI 6 and 8).
3. If more than one officer is assigned to a RPI-5, RPI-6 or RPI-8 position, only the primary designated incumbent will be assigned an active FAC code and fly.
4. If replacement of the primary incumbent is necessary (for example, PCS, permanent change of assignment [PCA], etc.), the replacement may also be authorized an active FAC code, provided the overlap is not more than 30 days.
5. Qualified medical officers assigned to flight surgeon and pilot-physician positions.
6. Officers assigned to flying positions outside of USAF or duties requiring active flying with foreign services.
7. RPI 0 identifies positions not RPI-coded.

Table 2.2. Flying Activity Codes (FAC).

Flying Activity Codes (FAC)	Explanation
1	Force. Officers in RPI 1, 2, 5, or 7 coded positions not associated with formal flying training.
2	Instructors, supervisors, and students (RPI 1, 2, 6, or 8) assigned to fly "TF" coded aircraft or training aircraft assigned to Formal Training Units or equivalent
3	Operational Supervisor. Officers in RPI 6, 7, or 8 coded positions not associated with formal flying training who actively fly
4	Rated Supervisor. Officers in RPI 3 or 4 coded positions assigned and performing aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
5	Officers not assigned to a rated position who perform aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.

6	Excepted Assignment. Officers not eligible for FAC 1 through 5, whose current assignments require active temporary (180 days or less) flying. HQ USAF/XOO approves the use of this code.
7	Inactive. Officers in inactive status.
8	Inactive. Officers performing inflight nonrated duties.
9	Other. Reserved for use only when directed by HQ USAF.

2.3. Aviation Service Codes (ASC). ASCs are two-character codes that indicate incentive pay entitlement and flying status. The first character of the ASC is the entitlement status code (ESC) ([Table 2.3.](#)) and identifies aviation career incentive pay (ACIP) or hazardous duty incentive pay (HDIP) entitlement status. The second character is the FSC and identifies the current flying status. The second character is a numeric when the flier is disqualified or suspended (see [Table 2.4.](#)) and an alpha character for qualified individuals (see [Table 2.5.](#)).

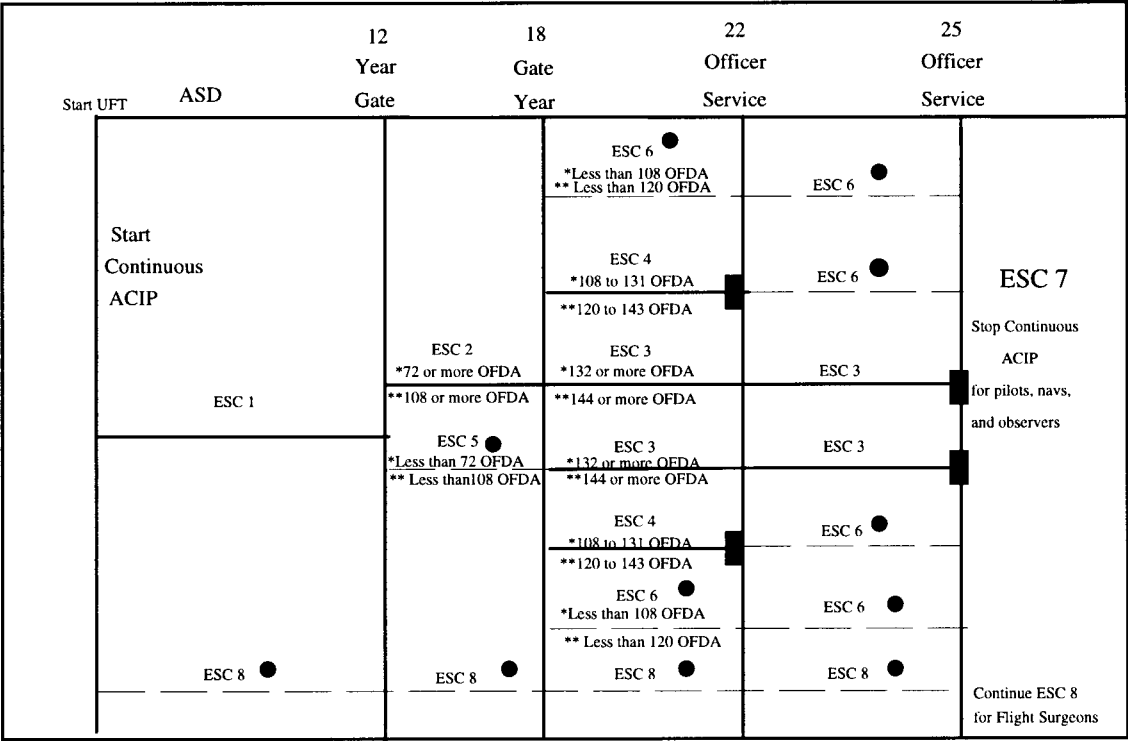
Table 2.3. Entitlement Status Code (ESC), First Character.

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
1	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, or observer who has up to 12 years of aviation service.	1*	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, or observer who has up to 12 years of aviation service.
2	Continuous ACIP (12 to 18 years). A pilot, navigator, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 6 of the first 12 years of aviation service.	2*	Continuous ACIP (12 to 18 years). A pilot, navigator, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 9 of the first 12 years of aviation service.
3	Continuous ACIP (18 to 25 years). A pilot, navigator, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 11 of the first 18 years of aviation service.	3*	Continuous ACIP (18 to 25 years). A pilot, navigator, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 12 of the first 18 years of aviation service.
4	Continuous ACIP (18 to 22 years). A pilot, navigator, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 9, but less than 11 years of the first 18 years of aviation service.	4*	Continuous ACIP (18 to 22 years). A pilot, navigator, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 10, but less than 12 years of the first 18 years of aviation service.

5	Conditional ACIP (12 to 18 years). A pilot, navigator, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 6 of the first 12 years of aviation service. This officer must meet DoDPM flying requirements to be entitled to receive ACIP.	5*	Conditional ACIP (12 to 18 years). A pilot, navigator, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 9 of the first 12 years of aviation service. This officer must meet DoDPM flying requirements to be entitled to receive ACIP.
6	Conditional ACIP (18 to 25 years). A pilot, navigator, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 9 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of service as an officer and did not perform operational flying duties for at least 11 of the first 18 years of aviation service. This officer must meet DoDPM flying requirements to be entitled to receive ACIP.	6*	Conditional ACIP (18 to 25 years). A pilot, navigator, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 10 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of service as an officer and did not perform operational flying duties for at least 12 of the first 18 years of aviation service. This officer must meet DoDPM flying requirements to be entitled to receive ACIP.
Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
7	Continuous ACIP terminated. A rated officer (other than flight surgeon) who has completed 25 years of service as an officer. This officer is not entitled to receive continuous ACIP, but may be entitled to receive conditional ACIP if assigned to operational flying duties and the grade is O-6 or below. General officers assigned to operational flying duties may qualify for HDIP under the DoDPM flying requirements.		
8	Conditional ACIP (Medical). A flight surgeon ordered to participate in frequent and regular aerial flights, assigned to duties requiring such participation (RPI-5 position), and qualifies for conditional ACIP under DoDPM flying requirements.		

9	Conditional HDIP. A nonrated aircrew member or operational support member ordered to participate in frequent and regular aerial flights or assigned to parachute duty, and qualifies for conditional HDIP under DoDPM flying or jump requirements.		
0	Disqualified or Suspended. An individual disqualified or suspended from aviation service according to AFI 11-402.		

Figure 2.1. ACIP Entitlement Status.



- LEGEND**
- Continuous ACIP
 - - - - - Conditional ACIP
 - (Must Fly)
 - * ACIA of 1974 OFDA Requirements
 - ** ACIA of 1989 OFDA Requirements
 - Continuous ACIP Stopped

Table 2.4. Flying Status Code (FSC) (Disqualified or Suspended Status).

Flying Status Code (Aviation Service Code, Second Character)--Disqualified or Suspended Status (as defined in AFI 11-402)	
0	Disqualified. Administrative Reasons.
1	Disqualified. Fear of Flying.
2	Suspended. Air Reserve Component assigned rated officer assigned to nonrated duties.

3	Disqualified. Medical disqualification.
4	Suspended. Disqualification action pending. (Do not assign for more than 180 days.)
5	Disqualified. Flying Evaluation Board or failure of nonrated aircrew member to attain aircrew qualification.
6	Flying or jump requirement terminated.
7	Reserved for future use.
8	Disqualified. Voluntary request.
9	Reserved for future use.

Table 2.5. Flying Status Code (Qualified Active and Inactive Flier) (See Note 1).

A	Active-Operational Flying. A rated officer assigned to operational flying duties (excluding Undergraduate Flying Training students).
C	Active-Operational Support (Noncrew member). An individual, other than a rated officer or authorized nonrated aircrew member, who performs frequent and regular aerial flight.
D	Active-Nonrated Aircrew Member. A nonrated member (other than Air Weapons Controllers) ordered to perform aircrew duties authorized in AFI 65-503.
E	Active-Parachutist. A nonrated individual ordered to perform parachute jump duty.
G	Active-Grounded. An officer assigned to operational flying duties not involving flying for a period anticipated to last over 30 days. Assignment to FSC G will not preclude the individual from reassigning the individual FSC S when appropriate. (See Note 2)
J	Inactive-Restricted. An aircrew member restricted from active flying while assigned to nonoperational flying positions.
K	Inactive-Lack of Support Capability. A rated officer who is not flying due to lack of support capability.
L	Inactive-School (Academic). A crew member assigned to a course of instruction of 90 days or more which does not involve flying.
P	Inactive-Separated. A rated officer removed from an active flying position on separation. (See note 2)
S	Inactive-Nonperformance. A rated officer assigned to operational flying duties who did not perform required OFDA duties (must have MAJCOM approval, if individual remains in "S" status for longer than 180 days (except if member is DNIF)).
T	Inactive-Indoctrination Flier. A rated incumbent in a nonoperational flying position approved to fly as an indoctrination flier. Authorized 24 mission days per fiscal year.
U	Active-Flying Training Student (Undergraduate). An officer undergoing flying training leading to the award of an aeronautical rating.
W	Active-Nonrated Air Weapons Controller. Nonrated officers who hold DAFSC 13BX and assigned to flying duties aboard E-3, E-8, EC-130, E-2C, P-3, or NATO AWACS aircraft.

X	Active-Pipeline. An undergraduate flying training graduate from the date of graduation from pilot, navigator, or observer training until the sign-in date at the operational duty assignment following completion of formal (AFCAT 36-2223) primary aircraft training.
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NOTES:

1. The FSC indicates if a member is assigned to an active or inactive flying position and the reason for inactivity. Rated members assigned to mandatory rated flying duties must fly in an active status if otherwise qualified. If the commander determines that no flying support capability exists for these officers, assign them an inactive FSC. All rated aircrew members assigned to nonflying duties or nonrated flying are restricted from active rated flying. MAJCOMs assign support flying priorities according to paragraph 2.8. when adequate resources are lacking.
2. AFORMS automatically generates an FSC change for ASCs G and P.
3. **(Added-AFRC)** Commanders must submit justification to HQ AFRC/DOTSF for members remaining in FSC "S" in excess of 180 days. Member's active flying status assignment will be reviewed for continuation contingent on MAJCOM assessment.

2.4. Award of Operational Flying Duty Accumulator (OFDA) Credit. To control the award of operational flying duty credit required by public law, commanders will assign active operational fliers (FSC A) who fail to perform flying duties to a temporary status (FSC S) until: they again meet the requirements of this instruction; are disqualified for Aviation Service; or are reassigned to nonflying duty. Similarly, all AFORMS assigns active rated officers separating from active duty FSC P. The FSC P is effective on the day following the date of separation. Active rated officers recommended for duty not involving flying (DNIF) are identified in AFORMS by a physical availability date and code. When the DNIF is expected to last more than 30 days or has lasted for 30 days, an AFORMS automatically reports the member on the Headquarters Operations Resource Information System interface as FSC G. (The FSC G is for reporting purposes only.) Such personnel are entitled to Operational Flying Duty Accumulation (OFDA). An aeronautical order change is not necessary. Individuals continue to accumulate operational flying duty credit until FSC S applies.

2.4.1. The date that an ASC becomes effective determines when the member's flying or parachute duties, OFDA credit, and incentive pays start or stop. Assign the ASC effective date as follows:

- Use 1 June 1974 for officers rated before 1 June 1974.
- Use the individual's aviation service date for officers entering undergraduate flying training.
- Use the day after sign-out from the losing organization for a PCS move that requires an ASC change. EXCEPTIONS:
 - A UFT graduate, upon reaching their first operational duty assignment following completion of UFT, will change from an ASC "1X" to an ASC "1A" with an effective date the day he or she signs into the operational unit.
 - Individuals assigned to an operational duty assignment from UFT then directly to formal training leading to initial qualification in their primary aircraft, will retain ASC 1A until completion of training constituted by a flight evaluation, AF Form 8, Certificate of Aircrew Qualification, i.e., KC-10 initial qualification.

- Use the duty effective date for a change in duty that does not involve PCS and requires an ASC change.
- Use the effective date of the RPI code for a change in a RPI code which requires an ASC change.
- Use the anniversary date (same month and day) plus 12 or 18 years, when passing a gate.
- Use the anniversary date (same month and day) plus 25 years, when passing a 25-year officer service date (OSD) (22 year OSD if applicable).
- Use the duty effective date for assignment to nonrated flying or parachute duties.
- Use date as prescribed in AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Badges, for disqualification or suspension.

2.5. Transition Status Codes (TSC). TSCs allow the flight manager to track the OFDA requirements for rated officers, after the Air Force transitioned from the *Aviation Career Incentive Act of 1974* to the *Aviation Career Improvement Act of 1989*. The transition occurred on 1 October 1991 and will remain in effect until 1 October 2003. **Table 2.6.** defines the TSCs and **Table 2.7.** shows OFDA gate requirements.

Table 2.6. Transition Status Codes (TSC).

TSC Codes	Explanation
A	Officers who had less than 6 years of aviation service on 1 October 1991
B	Officers who had at least 6, but less than 12 years of aviation service and accrued less than 72 months of OFDA on 1 October 1991.
C	Officers who had at least 6, but less than 12 years of aviation service and accrued 72 months or more of OFDA on 1 October 1991.
D	Officers who had at least 12, but less than 18 years of aviation service on 1 October 1991.
E	Officers who had 18 years or more of aviation service on 1 October 1991.

Table 2.7. OFDA Requirements Based on TSC.

TSC	ASC (See Note 1)	OFDA Months Required	Aviation Service (AS)	Continuous ACIP THROUGH
A(Note 2)	1Y	108	12 Years	18 Years AS
		120	18 Years	22 Years Officer Service (OS)
		144	18 Years	25 Years OS
B(Note 3)	1Y	108 or >	12 Years	18 Years AS
		120	18 Years	22 Years OS
		144	18 Years	25 Years OS

C(Note 4)	1Y	72<108	12 Years	18 Years AS
		120	18 Years	22 Years OS
		144	18 Years	25 Years OS
		108<132	18 Years	22 Years OS
		144	18 Years	25 Years OS
		132 or >	18 Years	25 Years OS
D(Note 5)	2Y	72	12 Years	18 Years AS
		108	18 Years	22 Years OS
		132	18 Years	25 Years OS
E(Note 5)	XY	108	18 Years	22 Years OS
		132	18 Years	25 Years OS

NOTES:

1. Under ASC, for ASC "XY", 1, 2, or X is the incentive pay entitlement and Y is the flying or disqualified status.

NOTES (Continued)

2. If the rated officer at 12 years of aviation service has less than 108 months of OFDA, HOSMs will place the rated officer in "conditional" status ASC "5Y" until 18 years of aviation service when he or she will again be looked at.

3. If at 12 years of aviation service the individual has 72 months of OFDA, but less than 108 months, his or her ASC will change to "5Y" conditional status until 15 years of aviation service. This will flag in AFORMS that the individual needs to be looked at on his or her 15th year of aviation service. If the individual has 108 months of OFDA by the 15th year of aviation service, he or she will receive continuous ACIP until the 18th year of aviation service and their ASC will change to "2Y." If the individual has less than 108 months of OFDA, he or she will remain in conditional status ASC "5Y" until 18 years of aviation service, where HOSMs will again look at the individual.

4. Individuals in this category will be grandfathered to the OFDA requirements under the ACIA of 1974, although they have not reached the 12th or 18th year of aviation service, if they met the OFDA requirements of 72, 108, and 132 months on 1 October 1991. Otherwise, they must meet the OFDA requirements listed above at 18 years of aviation service. When an individual reaches their 12th or 18th year of aviation service, they will receive the appropriate entitlement status code required at that time. If individuals do not meet the required OFDA for continuous ACIP, they enter conditional status.

a. If an individual has 72 months of OFDA, but less than 108 months on 1 October 1991, he or she will receive continuous ACIP through 18 years of aviation service. However, at the 18th year of aviation service they must meet the revised criteria of 120 and 144 months OFDA under the ACIA of 1989 to be paid continuous ACIP through 22 and 25 years of officer service.

b. If an individual has 108 months of OFDA, but less than 132 months on 1 October 1991, he or she will receive continuous ACIP through 22 years of officer service. However, at the 18th year of aviation

service they must meet the 144 months of OFDA requirement under the ACIA of 1989 to be paid continuous ACIP through 25 years of officer service.

c. If an individual had 132 months of OFDA on 1 October 1991, he or she will receive continuous ACIP until 25 years of officer service.

5. Individuals with TSCs D and E are totally grandfathered under the ACIA of 1974 and must meet the requirements above for continuous ACIP. If TSC D and E individuals do not meet the required OFDA for continuous ACIP they will enter conditional status.

2.6. Rated Operational Flying Duty.

2.6.1. Operational flying is that flying performed in assignments which require maintaining basic rated flying skills. Rated operational fliers must attain and maintain, as a minimum, basic qualification in mission or support aircraft. One of the following indicates the need to fly:

2.6.1.1. The assigned RPI code associated with a specific position.

2.6.1.2. Assignment to a formal course of flying instruction.

2.6.1.3. A case-by-case determination by HQ USAF/XOO when unusual circumstances dictate.

2.6.2. The requirement for the US Air Force to track the flying activity of rated members, other than flight surgeons and UFT students, is based upon the Aviation Career Incentive Act of 1974 and the Aviation Career Improvement Act of 1989. Both establish the criteria to determine eligibility for ACIP.

2.6.2.1. The 1974 Act set standards of minimum experience necessary to receive ACIP and these are: at least 72 months (6 years) of operational flying completed prior to the 12th year of aviation service and 108 months (9 years) of flying completed by the 18th year of aviation service. Individuals meeting these gates are, if otherwise qualified, entitled to continuous ACIP until the 22nd year of officer service (using an individual's OSD), without meeting a specific flying performance standard. Members who complete at least 132 months (11 years) of operational flying by the 18th year of aviation service receive, if otherwise qualified, continuous entitlement to ACIP until the 25th year of officer service. Those who fail to meet the standards are conditionally entitled to ACIP only through a minimum performance standard by flying an average of 4 hours per month while assigned to operational flying duties. In addition, rated officers with over 25 years of officer service (grade O-6 and below) and assigned to operational flying positions, may receive conditional ACIP.

2.6.2.2. The 1989 Act modified the required gates rated officers must achieve for ACIP entitlement. The new law established revised OFDA requirements of 9, 10, and 12 years vice 6, 9, and 11 years. The effective date for the new criteria was 1 October 1991.

2.6.3. On 1 October 1991, the USAF began transition to the new gate structure. Rated officers with ASDs of 1 October 1985 and later must meet the 9, 10, and 12 year OFDA requirements under the 1989 law. These officers are assigned transition status code (TSC) A. An officer's ASD is normally the date he or she began UFT. TSCs remain in effect until 1 October 2003.

2.6.4. OFDA Computations. For a rated officer to receive credit for a month of OFDA, he or she must:

2.6.4.1. Be assigned to primary or corollary duties that require flying and perform valid flying duties.

2.6.4.2. Be assigned to FSC A, U, or X for at least 15 days within each calendar month that he or she received operational flying credit.

2.6.4.3. Have no more than 18 years of aviation service.

2.6.4.4. Individuals initially assigned to flying duty (FSC A) or returning to such duty from a disqualified or inactive status, other than FSC S, receive OFDA credit from the date of assignment of an active FSC. If such individuals do not fly within 3 months of that date, retroactively change the active duty FSC to FSC S; effective the day following the date of initial assignment of the active FSC. Deduct OFDA credit (which began accruing with assignment of the original active FSC) and terminate OFDA credit. Assign an active FSC when flying begins, effective 2 months before the date of the first flight. OFDA credit begins from that date. **EXAMPLE:** A member assigned FSC A on 19 December but first flies on 17 April: On 20 March, FSC A becomes FSC S, effective 20 December. Officer accumulated 3 months OFDA credit for January, February, and March. (Do not credit December because less than 15 days was in an active ASC during that month.) The FSC S action deducts the 3 months credited and stops further accumulation. On 17 April, change S to FSC A, effective 17 February. This retroactive change restarts OFDA credit. Do not award OFDA credit for February (less than 15 days assigned), but do award credit for March and April. Credit continues to accumulate until the individual fails to perform for a period greater than 3 months.

2.6.4.5. When individuals who are actively flying do not perform by the end of the third month following the month in which flying duties were last performed, change FSC to S and stop OFDA credit. The FSC becomes A when flying begins effective on the date of flight. Do not award retroactive credit. **EXAMPLE:** An individual flew on 14 May and did not fly again until 18 November: FSC becomes S on 1 September. Credit OFDA for May, June, July, and August. Change FSC to A on 18 November. There is no OFDA credit for November because assignment to FSC A was less than 15 days.

2.6.4.6. MAJCOMS have the option to assign professional qualification index (PQI) codes and dates for flying personnel required to attain and maintain qualification status as defined by [Chapter 4](#) this instruction. However, if PQIs are used, listed below are alpha/numeric characters used. The PQI code has three digits showing the current training level of each aircrew member, the requirement status at the end of the last unit training period, and an explanation code for prorated or incomplete status according to table 2.8.

Table 2.8. Professional Qualification Index (PQI) Codes (See Notes).

First Character		Second Character		Third Character	
A	Mission Ready	1	Met all requirements - no proration	A	Nonavailability of aircraft-maintenance
B	Mission Capable or Mission Support	2	Met all requirements - prorated	B	Nonavailability of aircraft - other
C	Basic Qualification	3	Incomplete requirements - continue flying	C	Lack of flying aptitude

D	Mission Qualification	4	Incomplete requirements - discontinue flying or evaluate	D	Medical restriction
E	Initial Qualification			E	PCS or TDY
				F	Failure to use available opportunities
				G	Authorized waiver (See paragraph 1.7.)
				W	Pilot Weapon System Officer
				Y	None (Qualification Status 1 only)
				Z	Other

NOTES:

1. First Character--Training level shows aircrew member's current status.
2. Second Character--Requirements status indicates each individual's compliance with the prescribed standards of applicable aircrew training publications or this instruction during the preceding training period:
3. Third Character--The reason for prorata or for incomplete training requirements.
4. Change the PQI training level (first character) and PQI date anytime the commander assigns the flier a new training level. The requirement status and reason (second and third characters) reflects the end of the last training period.
5. Ensure PQIs for active fliers is current. Inactive fliers PQI should reflect their last active flying qualification and training date.

2.7. OFDA Waivers. The Aviation Career Improvement Act of 1989 authorized the Secretary of the Air Force (SECAF) to waive OFDA requirements for rated officers who are unable to meet their flying gates due to reasons beyond their control. Each year, MAJCOM commanders submit nominations to AFMPC/CC (info HQ USAF/XOO) for staffing to SECAF. To implement this program the following procedures apply:

2.7.1. Except for Acquisition Officers, only rated officers assigned TSCs A, B, and C are eligible for flying gate waivers. Candidate rated officers must have at least 72 months (6 years) of OFDA credit.

2.7.2. MAJCOM commanders may submit OFDA waiver nominations only when the rated officer failed to achieve gates due to reasons beyond his or her control. For example: banked UPT graduates, extended DNIFs, officers assigned to deactivating/draw down flying units or Air Liaison Officer assignments who cannot be placed into another flying position, and rated officers assigned to nonflying duties necessary to comply with the requirements of the Goldwater-Nichols Act (joint duty schools/follow-on tours) or the Acquisition Public Law.

2.7.3. Rated officers receiving acquisition bonus monies may not be eligible for OFDA waivers.

2.7.4. Lost OFDA months due to time spent under flying status code K (inactive--lack of support) does not meet this criteria unless the officer was assigned to a unit undergoing draw down or conversion to an aircraft where the individual's specialty was not required (i.e., an F-4 navigator assigned to a unit converting to single place fighters).

2.7.5. Rated officers who received an OFDA waiver are not eligible for a second waiver.

2.7.6. Normally, OFDA waivers will not apply to rated officers who voluntarily turn down a flying opportunity or elect to move to a nonflying position which would preclude the possibility of meeting their OFDA requirements.

2.7.7. AFMPC will document that the above situations existed at the time of assignment to establish an audit trail. (MAJCOMs will verify flying status code K criteria.) This will then be used to verify why OFDA waiver candidates were unable to achieve their flying gates.

2.7.8. Each January, MAJCOM commanders will forward OFDA waiver nominations to AFMPC (include brief, individual narratives and provide info copy to HQ USAF/XOOT).

2.7.9. Submit OFDA waiver requests during the year prior to loss of flight pay. For example, if the officer requests waiver of the first gate, submit the name during the officer's 11th year of aviation service; the 17th year of aviation service for second gate waivers; and the 21st year of officer service for third gate waivers.

2.7.10. After AFMPC verifies that above criteria were met, AFMPC and HQ USAF/XOO representatives will review and forward nominations to SECAF for approval.

2.7.11. MAJCOMs are responsible to ensure each rated officer eligible for an OFDA waiver is considered for a waiver.

2.8. Taking Part in Flying by Rated Officers. Public law and DoD directives restrict active rated flying to officers in positions that require maintaining flying skills. If certain SECAF approved mission requirements are more than the number of such officers locally assigned, a minimum number of other qualified members of the authorized rated inventory may also be assigned rated aircrew duties.

2.8.1. Flying duties are assigned in the following precedence:

2.8.1.1. RPI 1 or 2 officers assigned to support the weapon system crew ratio.

2.8.1.2. Student officers assigned to a formal course of flying training.

2.8.1.3. Officers assigned to positions coded RPI 6 or 8.

2.8.1.4. Officers assigned to positions at MAJCOM or FOA level or below coded RPI 3 or 4, or nonrated (RPI 0). Assign such officers to rated aircrew duties on the basis of the most recent aviation service date, if:

2.8.1.4.1. Their assignments provide at least 24 months of local flying availability (12 months at short tour bases) from the date they were first qualified.

2.8.1.4.2. The flying assignment is to an approved operational support mission specifically designated by HQ USAF.

2.8.2. If special circumstances require active temporary (180 days or less) flying that is not according to paragraph [2.8.1.](#), HQ USAF/XOO may approve exceptions on an individual case basis (FAC 6).

2.8.3. Do not assign active flying duties to members who are scheduled for an academic instruction course of 90 days or more.

2.8.4. Reserve officers not on extended active duty may be placed in inactive status when assigned to rated duty positions where flying experience, but not current flying, is required.

2.8.4.1. Send requests for removing Reservists from flying to HQ AFRES/DOTS (with copies to HQ USAF/REO and HQ USAF/XOOT) for approval.

2.8.4.1. (AFRC) This applies to permanent changes in the rated requirement for a particular manpower authorization, i.e., RPI 6 to RPI 3. Changes will be submitted on the AFRC Form 106, **Manpower Change Request**, according to AFRESI 38-201.

2.8.4.2. Send requests for removing ANG personnel from flying to NGB/CF (with a copy to HQ USAF/XOOT) for approval.

2.9. Additional Ratings. The pilot rating is the primary aeronautical rating for personnel who possess the additional aeronautical rating navigator. These officers comply with pilot requirements of this instruction and applicable Air Force aircrew training publications.

2.10. Flight Surgeon Flying Policy.

2.10.1. A flight surgeon who has an additional pilot or navigator rating, and assigned to a flight surgeon position (RPI-5) flies only as a flight surgeon. HQ USAF/XO authorizes exceptions upon request, with complete justification from the Surgeon General (HQ USAF/SG). Flight surgeons who hold valid pilot or navigator ratings are entitled to conditional ACIP commensurate with their flight surgeon equivalent entitlements status. Operational flying duty credit is not authorized.

2.10.2. Flight surgeons, if otherwise qualified, are authorized active flying status and conditional ACIP only when assigned to RPI-5 positions with duty Air Force specialty code (DAFSC) 48XX. When assigned to other positions, they must be placed in an inactive flying status. Inactive flight surgeons may be authorized to fly and log time without ACIP on a noninterference basis with unit training and flying schedules. Flight surgeons flying under this category will log only other flight time. Paragraphs [2.15.3.](#) through 2.15.5 apply.

2.10.2. (AFRC) In coordination with the applicable HOSM office, non-EAD flight surgeons, RPI-5 may log flying time for pay aboard any military aircraft, regardless of unit assignment/attachment for flying; however, flight surgeons will fly their annual minimums according to AFI 11-202, Volume 1. (EXCEPTION: Flight surgeons who are assigned to units with only single seat PAA and are in an authorized flying position are assigned a primary aircraft in which they can meet minimum requirements).

2.10.3. Pilot-Physician Procedures. AFI 11-405, *The Pilot Physician Program*, prescribes procedures for the US Air Force Pilot-Physician Program. Pilot-physicians remain conditional fliers for ACIP entitlement and do not earn OFDA. Active flying pilot-physicians should be assigned ASC 8A, FAC 9, and RPI-5. Retain them in ESC 8 beyond 25 years of officer service. Credit flight time logged as a pilot towards advanced pilot and flight surgeon ratings and ACIP entitlement.

2.10.4. (Added-AFRC) Flight Surgeons complete and return to their HOSM all AFTO Form 781 extracts and training accomplishment sheets for each sortie flown not later than 5 working days after the mission (can be faxed).

2.11. Taking Part in Flying by Nonrated Members.

2.11.1. Nonrated officers who hold an air weapons DAFSC (13XX), assigned to duty aboard E-3, EC-130, E-8, E-2C, or British airborne early warning (AEW) aircraft in a B, K, or Q prefix DAFSC are designated as air weapons controllers (FSC W). They are entitled to hazardous duty incentive pay at the air weapons controller rates prescribed by Title 37, United States Code, Section 301.

2.11.2. All other qualified personnel assigned designated aircrew duties established in AFI 65-503 are shown as nonrated aircrew members (FSC D). These individuals primary full-time duty is to be on board the aircraft to accomplish the primary mission.

2.11.2.1. Enlisted aircrew members require a DAFSC prefix of K, Q, or X.

2.11.2.2. Nonrated officer aircrew members must be assigned to duty positions with an AFSC prefix of B, F, K, Q, or X. (When a nonrated officer fills a position as a commander (A prefix) and as an aircrew member (B prefix), remark on the individual's aeronautical order "member occupies a B prefix position.")

2.11.2.3. FSC J or L identifies nonrated crew members when not assigned to active flying positions.

2.11.3. FSC C identifies nonrated personnel required to perform specific inflight duties which cannot be accomplished by rated or nonrated aircrew members. These individuals may be required to fly frequently and regularly. However, their assigned full-time duties do not require them to be onboard the aircraft to accomplish its primary mission. When their requirement to fly terminates, flight record responsibility ends.

2.11.4. Aerospace physiologists (DAFSC 43AX) and Aerospace Physiology Technicians (AFSC 4M0X1) who are platform instructors may fly on a noninterference basis. Neither flying incentive pay nor flying duty credit are authorized with the exception of personnel who fly in support of high altitude airborne missions. Paragraphs 2.15.3. through 2.15.5 apply.

2.11.5. Other nonrated members who fly occasionally to perform specific official tasks (e.g., perform duties on the ground at destination or points enroute) will have aeronautical orders published according to this instruction. Paragraphs 2.15.3. through 2.15.5 apply. Members who fly occasionally to obtain familiarity with the flying environment do so under the guidelines of paragraph 1.6. Individuals in both categories will fly on a noninterference basis. Neither flying incentive pays or flying duty credit are authorized.

2.11.5. (AFRC) Mission essential ground personnel (MEGP). MEGP status is granted to individuals on a case-by-case basis who perform unique support duties directly related and essential to a particular aircraft, aircrew, or numbered mission. These duties require direct access to the aircraft and/or aircrew during ground or flight operations. MEGP travel is in passenger status, but report through the command and control center (preferably the flying unit) to the aircraft commander. MEGPs do not process through passenger service facilities. If the number of MEGP exceeds four per aircraft, the appropriate command and control agency (other than the aircraft commander) ensure manifesting and anti-hijacking is accomplished for these persons prior to their reporting to the aircraft. They are authorized flight deck seating, but no aircrew position, with aircraft commander approval. Commanders ensure MEGP status is not used while individuals are in leave status. MEGP will not be bumped enroute without approving authority approval. MEGP are not entitled to incentive or AFTP pay.

2.11.5.1. (Added-AFRC) Approval Authority. MEGP travel status is strictly controlled and approved only for those with a bona fide mission-essential purpose.

2.11.5.1.1. (Added-AFRC) OG/CCs (or equivalent) with operational control of the aircraft being flown may approve MEGP travel. Examples of eligible personnel are chaplains, senior enlisted advisors, maintenance and airlift control flight (ACLF) personnel, security forces, aerospace audiovisual service (AAVS) photographers, safety, public affairs, unit intelligence personnel, life support personnel, and operations resource management (1C0X2) personnel. NOTE: See paragraph **1.12.2.2.** for guidance for unqualified pilots to fly with MEGP on board.

2.11.5.2. (Added-AFRC) Procedures. Forward requests for MEGP status to the approving agency at least 10 duty days prior to expected date of departure. Include name, rank, organization, reason for travel, proposed itinerary, and dates.

2.11.5.2.1. (Added-AFRC) MEGP approval is cited in the travel orders as follows: MEGP status is authorized by (OG/CC or equivalent) on (unit, aircraft number and/or mission number/exercise or contingency name) from (start date) to (mission completion date). MEGP authority may also be cited in a letter or message using the statement above. A copy of the authority is to be attached to the flight authorization form.

2.11.5.2.2. (Added-AFRC) For AFRC-owned aircraft and aircrew, document MEGP on the flight authorization form. For non-AFRC owned aircraft and/or aircrew use either the passenger manifest or flight authorization. See gaining command directives. Form disposition is the same as flight authorization forms.

2.11.5.2.3. (Added-AFRC) Individuals coordinate their travel with the unit operations function 2 duty days prior to travel. It is imperative that unit operations centers are aware of MEGP requirements when scheduling missions and crews. MEGP must furnish unit operations with copy of travel orders and planned date of travel. Individuals joining missions enroute present their travel orders to the appropriate command and control agency at least 3 hours prior to intended travel.

Section 2B—Supervisory Operational Flying Positions

2.12. Supervisory Position Criteria. To conserve available resources, clearly identify those rated supervisory positions where the incumbent must actively fly in RPI-6 and RPI-8 positions to perform assigned duties.

2.13. Rated Supervisory Flying.

2.13.1. Rated supervisory flying is necessary to ensure that appropriate staff officers maintain a current and comprehensive background in the overall flying operations of the organization. Although occasional indoctrination flights normally maintain inactive rated staff officers at an acceptable level of experience for their jobs, it is Air Force policy that key supervisors closely involved in their organization's flying mission must maintain their basic flying skills sufficiently to provide them with expert awareness of most aspects of that mission.

2.13.2. Rated supervisory flying should be performed to the maximum extent possible in primary aircraft authorized (PAA) associated with the position. However, in the interest of fiscal responsibility,

when PAA resources are not available or not practical to use, and maintenance of flying skills is mandatory, rated supervisory flying may be performed in the most cost-effective aircraft available.

2.13.3. Commanders authorized to designate rated supervisory positions must minimize the impact of such flying and only those rated positions where active flying is essential are designated as RPI 6 or 8. Designating authorities are:

2.13.3.1. General Officer. The Chief of Staff designates general officer operational flying positions. MAJCOMs are not authorized to make adjustments without the Chief of Staff's approval (see table 2.9).

Table 2.9. USAF General Officer Operational Flying Positions.

Duty Title	Organization
Chief of Staff	HQ USAF
Vice Chief of Staff	
Commander, Vice Commander, and Director of Operations	ACC, AETC, USAFE, PACAF, AMC, AFMC, AFS-PACECOM, and Numbered Air Force (Active and Reserves, except in AFSPACECOM)
Commander	Flying Wings in ACC, AETC, AFSOC, USAFE, PACAF, AMC, AFRES, ANG
Commander	AFOTEC, USAF WTC, USAF AWC, AFDTC, AFFTC, and ASC
Commander and Vice Commander	AFSOC
Superintendent and Commandant of Cadets	USAFA
Commander or Vice Commander (as appropriate)	National Guard Bureau
Commander	Air University
Director and Deputy Director	Air National Guard
Chief, Deputy Chief, Vice Commander, and Director of Operations	Air Force Reserve
The following positions are outside the Air Force, but filled by USAF general officers	
Deputy	USCINCEUR
Commander	NORAD
Commander	E-3A Component Command
Deputy Commander	JSOC

2.13.3.2. Colonel. MAJCOMs designate colonel active flying positions (RPI 8), forwarding AF Form 480, **Rated AFSC Justification**, for review and approval to HQ USAF/XOOT (see AFI 38-201, *Determining Manpower Requirements*). Colonel flying positions should only be for indi-

viduals who directly supervise aircraft flying operations, flight safety, and operational readiness programs. Should positions not warrant full time flying, there may be justification for the individual to participate in the indoctrination flying program.

2.13.3.3. Lieutenant Colonel and Below. MAJCOMs designate Lt Colonel and below supervisory positions that require active flying. MAJCOMs may approve changes from RPI 3 to RPI 6. Send AF Forms 480 involving conversion of RPI 4 to 8 to HQ USAF/XOOT. MAJCOMs will ensure these positions are kept to a minimum. Should positions not warrant full time flying there may be justification for the individual to participate in the indoctrination flying program.

2.14. Supervisory Position Limitations. MAJCOMs will establish a mechanism to review RPI 8 supervisory flying positions whose incumbents are assigned FSC K (lack of support) when adequate support will not be available within 6 months. Where practical, return such positions to RPI 4.

2.14. (AFRC) AFRC units comply with gaining command instructions.

2.15. Flying by Individuals in Inactive Status. Occasionally, a rated officer in inactive status may be required to perform operational flying on a temporary basis to complete a specific official task (for example, to evaluate an operational flying procedure, review flying training effectiveness, take part in a flying exercise or test program, or become familiar with a specific operational weapon system and procedure). The following policy applies:

2.15. (AFRC) Indoctrination flying status may be assigned when rated supervisory personnel have a specific requirement to fly in a particular aircraft weapon system under their command/supervision. The MAJCOM commander may approve indoctrination flying status. Request for indoctrination flying status must include individual's name, grade, organization, duty position, aircraft, date of flight, and reason why the individual is required to fly. Forward requests through respective NAF/DOT to HQ AFRC/DOT. **EXCEPTION:** Incumbents of the rated officer positions listed below may fly up to 24 missions each fiscal year in designated aircraft without prior approval. F-15 wing Electronic Warfare Officers, AFSC 12A4Y, may fly in unit aircraft and log XW time. Approval authority for these flights is delegated to the wing commander. Each NAF provides HQ AFRC/DOT a complete list of indoctrination fliers no later than 31 August each year. NAFs ensure indoctrination fliers are limited to 24 missions per fiscal year. These individuals are assigned flying status code T. **NOTE:** ARTs occupying any of the aforementioned positions may be administered using provisions of paragraph **1.10.1.5**.

2.15.1. MAJCOMs (or MAJCOM equivalents) authorize and select rated staff positions for indoctrination flying. Indoctrination flying allows inflight observations of mission equipment or procedures that will benefit the organization. Incumbent must request to fly. Take a conservative approach in designating these positions. MAJCOMs (or MAJCOM equivalents) will establish the request for indoctrination flying and approval according to **Table 2.10**. Limit incumbents to 24 missions per fiscal year. For this purpose, a mission is all sorties performed in a single calendar day. MAJCOMs will identify the incumbent by FSC T.

2.15.1. (AFRC) Individuals designated as AFRC indoctrination fliers/mobilization augmentees (MA) assigned to HQ USAF/RE, HQ ACC, HQ AMC/DO, and commander of unified and specified commands, and MAJCOM/NAF: HQ AFRC/DOT is the approval authority.

2.15.1.1. (Added-AFRC) Individuals are not responsible for any decision involving a flight or mission in which they participate in an indoctrination flying capacity.

2.15.1.2. (Added-AFRC) Individuals may fly aboard any AFRC aircraft operated by subordinate AFRC units regardless of individual aircraft currency.

2.15.1.3. (Added-AFRC) Individuals must occupy a seat equipped with a seat belt during all takeoffs and landings.

2.15.1.4. (Added-AFRC) Individuals are not authorized any additional flying training periods (AFTP) or additional ground training periods (AGTP).

2.15.2. MAJCOM commanders must approve the use of command aircraft resources for personnel outside their commands.

2.15.3. MAJCOMs must ensure individuals complete before flight, adequate training on emergency procedures, life support equipment, and aircraft systems. Individuals must be physically and, where required, physiologically qualified.

2.15.3. (AFRC) Members placed on aeronautical orders under paragraph **2.11.5. (AFRC)** are not entitled to aircrew flight gear.

2.15.4. Flights in inactive status are not operational flying duty for aviation career (Gate) or incentive pay purposes and do not allow authority to change ASCs except to assign FSC T. MAJCOMs will ensure indoctrination flying does not impact on unit training, and will not increase command flying hour allocations.

2.15.5. Obtaining or maintaining aircraft qualification while in inactive status is not authorized. Document flights on the AFTO Form 781, **AFORMS Aircrew/Mission Flight Data Document**. Individuals flying in inactive status may not act as pilot in command, and flights in single-place aircraft are specifically prohibited.

Table 2.10. Indoctrination Flying Approval Authority.

Approval Authority	for positions in:
HQ USAF/XO	OSD, Air Staff, DoD Agencies, OJCS, Joint Commands, Non-Air Force General or Flag Officers, and FOAs
MAJCOM	MAJCOMs
USAFE	NATO and EUCOM
PACAF	PACOM
ACC	USACOM, USCENTCOM, and USSOUTHCOM

2.15.5. (AFRC) Indoctrination fliers do not have currency requirements, but must have been previously qualified in the weapon system if the member will occupy a set of controls. Log time accomplished in an indoctrination flying capacity according to the provisions contained in attachment 2, **Table A2.3**.

2.15.6. (Added-AFRC) A previously qualified pilot indoctrination flier may occupy a duty station with a set of controls when a current and qualified instructor pilot occupies the other pilot aircrew position. Indoctrination fliers who are not previously qualified or not accompanied by an instructor

will not be at a pilot duty position (except two-seat fighter type aircraft in which no passengers will be on board) during:

2.15.6.1. (Added-AFRC) When passengers are on board.

2.15.6.2. (Added-AFRC) Takeoff and landing when weather is less than 1,000 foot ceiling or visibility less than 3 miles, or the runway condition reading (RCR) is less than 12.

2.15.6.3. (Added-AFRC) Actual emergency conditions. NOTE: For helicopters, indoctrination fliers will not be at a pilot duty position when conditions are below visual flight rule (VFR) minimums.

2.15.7. (Added-AFRC) Staff monitor/observer (SMO) status is granted to individuals who perform support duties directly related to a particular aircraft, aircrew, or mission. SMOs are normally general/flag officers or civilian equivalents, commanders/senior enlisted advisors. SMOs report to the flying unit 3 hours prior to the planned flight departure. They may be on the flight deck, but do not occupy an aircrew position. Do not bump SMOs enroute without controlling command approval. Eligibility and authority for granting SMO status will be determined by NAF/DO and forwarded to AFRC/DOT for final approval. Members flying in SMO status log observer flying time (if authorized) will not be entitled to AFTP or incentive flight pay unless authorized by AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, and Department of Defense Financial Management Regulation (DODFMR). SMOs will be listed on the flight authorization.

2.15.7.1. (Added-AFRC) SMO travel status is strictly controlled and approved only for those with a bona fide mission essential purpose.

2.15.7.1.1. (Added-AFRC) HQ AFRC/DOT is the approval authority for individuals seeking SMO status with AFRC-assigned units and aircraft.

2.15.7.2. (Added-AFRC) Enter rated and nonrated aircrew assets flying in SMO status on the flight authorization using crew/duty position identifier listed in basic attachment 2, [Table A2.3.](#), if applicable. Otherwise, enter NA (Non-Applicable). Enter the following statement in the remarks section of the flight authorization: "Individual is designated as staff monitor/observer according to AFI 11-401, AFRC Supplement 1."

2.15.7.2.1. (Added-AFRC) Forward requests for SMO status no later than 10 duty days before the expected date of departure. Include name, rank, organization, reason for travel, proposed itinerary, and scheduled flight dates. Provide information copy of request to appropriate wing/NAF/PA/DO.

Section 2C—Flight Management Administration

2.16. Host Base Flight Management. The host command designates within the operations group, a host base flight management function to be the base OPR for AFORMS and to accomplish the requirements of these instructions.

2.16. (AFRC) Reserve operations group commander ensures HOSM office is established when the operations group is not supported by an active duty HOSM office. The HOSM office will manage all flight management functions. HOSMs will establish a flight record folder (FRF) sign-out log. As a minimum, the log will contain name, rank, organization, sign-out date, estimated duration, signature block, and actual date of return. Wing commander, group commander, squadron commanders, and members of

inspection teams may temporarily sign out FRFs to perform official duties. When no AFRC HOSM office is required, the flight operation superintendent is the base OPR for AFORMS and manage the requirements in the basic instructions and AFRC supplement. As a minimum, for specific list of duties and responsibilities, see paragraph **A10.4. (AddedAFRC)** of this supplement.

2.16.1. Prepare aeronautical orders (AO) according to **Attachment 6** of this instruction and AFI 11-402.

2.16.2. Maintain all FRFs according to this instruction, AFMAN 37-139, *Records Disposition--Standards* and AFM 171-190. Maintain all active, inactive (except ASC 06) and disqualified aircrew member FRFs at the nearest Air Force HOSM to where the aircrew member maintains their personnel and finance records. Request exceptions to this procedure to HQ USAF/XOOT. **NOTE:** The individual or the flight management office (FMO) may temporarily sign-out FRFs from the HOSM.

2.16.2.1. (Added-AFRC) Applicable gaining command directives in the 10-, 11-, 36- and 48-series, as listed in AFRC index 2, along with the basic instruction and AFRC supplements, are the prescribing directives for the AFRC flight management functions. The HOSM office maintains individual FRF and JRF. NO EXCEPTIONS to the procedures outlined in paragraph **2.16.2.** and paragraph **3.1.** are authorized. The unit of assignment maintains FRFs.

2.16.2.2. (Added-AFRC) A copy of the military pay order (MPO) that reflects the current pay status (start/stop) of the member is filed on the left side of the FRF. This MPO may be either the AF Form 1887, **Request and Authorization for Aeronautical Orders** (MPO section), computer-generated AO (MPO section), or the DD Form 114, **Military Pay Order**. When a member's pay status changes (either starts or stops), the old MPO is removed from the FRF and is replaced by the new MPO. AFRC units supported by an active duty HOSM provide the HOSM with a copy of all MPOs.

2.16.2.3. (Added-AFRC) All Reserve flying units supported by an active duty HOSM will have a 1C0X2 within the unit certified to accomplish individual flight record reviews for reservists on weekends. This item must be signed off in the OJT/CFETP records, AF Form 797, or Supervisor Employee Brief. Squadron FMO must establish written procedures for administering flight record review certification.

2.16.2.4. (Added-AFRC) Do not consolidate Air National Guard (ANG) and AFRC flight records.

2.16.2.5. (Added-AFRC) Effective 1 November 1998, AFRC units use the AFRC computer automated flight pay program to monitor conditional flight pay entitlements. Effective 1 January 1999, AFORMS is the only authorized system for monitoring aircrew training, individual aircrew resources and flying hour data.

2.16.3. Work closely with the servicing flight medical facility to ensure immediate and accurate exchange of flight management and flight medical data. As a minimum, this means:

2.16.3.1. Provide initial flight surgeon notification to the HOSM when required periodic physical examinations have been carried out, or when changes occur in an individual's medical status that affect flying availability. Suspense is one duty day.

2.16.3.2. Send completed medical examination results (AF Form 1042, **Medical Recommendations for Flying or Special Operational Duty**) to the HOSM within 10 workdays. If the medical examination is incomplete due to reasons beyond the member's control, the appropriate medical

waiver authority may extend certification to cover administrative processing. The FSO must inform the HOSM via AF Form 1042, if an officer should remain medically qualified even though medical certification may expire.

2.16.4. Continually monitor and ensure the proper FAC and ASC are assigned for all assigned and attached fliers.

2.17. Unit Flight Management. Commanders of flying units and organizations designate within operations, a flight management function to accomplish the requirements of this instruction.

2.17. (AFRC) Squadron commanders ensure the flight operations superintendent manages the requirements of this instruction. AFORMS functions within the squadron is the responsibility of the assigned 1C0X2 personnel. As a minimum, for specific list of duties and responsibilities, see paragraph **A10.5. (AddedAFRC)** of this supplement.

2.18. Operational Support Aircraft and Aircrew Resource Management.

2.18.1. The operational support aircraft and aircrew manager must provide all personnel assigned or attached for flying a chance to complete their annual flying requirements. Attached personnel must be responsive to this manager's scheduling requirements. In line with aircrew requirements, attached personnel are used as aircraft commanders, flight instructors, examiners, and as aircrews to perform assigned missions.

2.18.2. If TDY is authorized solely to perform aircrew duties, budgeting and funding for TDY travel of aircrew members assigned or attached for flying is the responsibility of the support manager, regardless of the organization to which the aircrew member is assigned.

2.18.3. For Security Assistance and Defense Attache aircraft and aircrews:

2.18.3.1. Support aircraft for Security Assistance are assigned to HQ AFMC and placed on loan to DSAA.

2.18.3.2. Support aircraft for Defense Attaches are assigned to HQ AFMC and placed on loan to the DIA.

2.18.3.3. Using organizations must comply with the theater air command/AMC rules and instructions that pertain to aircraft operations. Crew qualification, currency, training, and evaluations are the responsibility of the theater air component commander/AMC commander, as applicable, and will be conducted according to HQ USAF guidance and theater requirements. Operational control (as it pertains to the missions and purposes for which these aircraft are operated) and scheduling of aircraft remains within the using organization.

Section 2D—Support of Personnel Assigned to Locations or Organizations Lacking Flying Facilities or Aircraft

2.19. Attachment for Flying.

2.19.1. Aircrew personnel who are assigned by PCS orders, in active flying positions, to US Air Force units and organizations without flying facilities or aircraft. Individuals must request (in writing) attachment for flying through their chain of command to the MAJCOM. (**EXCEPTION:** If flying support is addressed by a host tenant agreement). This request must include: Individual's name,

rank, Social Security number (SSN), aviation service date, officers service date, aviation service code, aeronautical rating (or ratings), expected duration of assignment, DOS, assigned duty position, RPI code, and position number. The aircraft last qualified in, date last flown, requested unit of attachment and point of contact. Individuals should coordinate attachment with requested units prior to submitting formal request.

2.19.2. Attachment units must provide resources necessary to complete and maintain the minimum training requirements established in the applicable aircrew training publications. They will also be responsible for maintaining the flight evaluation folder.

2.19.2. (AFRC) Forward request for attachment to appropriate NAF/DOT in writing. NAFs forward request for approval to AFRC/DOTS. The SOSM at the unit of attachment will track ground and flying training requirements for attached flyers in AFORMS. The following rules apply until the attached flyer module of AFORMS is fixed:

2.19.2.1. (Added-AFRC) FRFs are maintained at the nearest Air Force HOSM to where the aircrew member's personnel and finance records are maintained. Training for attached flyers will be tracked by the unit in which the member is attached for flying.

2.19.2.2. (Added-AFRC) Attached flyers are identified in AFORMS using a dummy ID. This ID is a nine-digit numeric identification code entered in the SSN block.

2.19.2.3. (Added-AFRC) The first three digits identify the MAJCOM. The code for AFRC (Host locations only) is "878." The fourth and fifth digits represent the assigned HOSM code within the MAJCOM. AFRC assigned HOSM codes are listed below. The last four digits will be assigned sequentially starting with 0001. HOSMs must develop procedures to ensure duplication does not occur.

2.19.2.4. (Added-AFRC) If co-located with an active duty HOSM, the active duty HOSM will provide the dummy ID to reserve squadrons, using their MAJCOM and HOSM Code.

2.19.2.5. (Added-AFRC) To ensure these records do not interface with the Host Operation Resource Information System (HORIS) report, the members' service category will be "F" to indicate a foreign flyer.

2.19.2.6. (Added-AFRC) Individuals attached to units for flying will ensure the unit has their current physical and physiological training dates before flying.

Table 2.11. (Added-AFRC) AFRC HOSM Codes.

Location	HOSM Code
Dobbins	94
Fort Worth	01
General Mitchell	40
Grissom	34
Homestead	82
March	52
Minneapolis	96

New Orleans	26
Niagara Falls	14
Patrick	20
Pittsburg	11
Portland	93
Selfridge	27
Westover	39
Willow Grove	13
Youngstown	10

2.20. Flying With ANG Units.

2.20.1. The Director, ANG, and the respective State Adjutant General must concur on all active duty flying with ANG units. Flying is restricted to Air Force advisors, and aircrews who inspect, standardize, evaluate, augment, or assist in unit conversion.

2.20.2. Except for flights authorized under MAJCOM/ANG interfly agreements, active duty aircrew members require ANGRC/DO by-name authorization to fly with ANG units. By 15 January each year, MAJCOMS must submit a composite list to ANGRC/DOV, info HQ USAF/XOOT, requesting approval for aircrew requiring support. MAJCOMs should update this list as changes occur. Requests will include the following information:

- Name and rank.
- Office symbol (e.g., 9 AF/DOV).
- Primary aircraft MDS (e.g., F-16C, C-130E).
- Aircrew position (e.g., IP, IN, IL).

2.20.3. Active duty aircrew members authorized to fly ANG aircraft in accordance with paragraph [2.20.2](#), may coordinate sortie support directly with unit. They must provide the supporting unit operations group commander with a source for verifying currencies, egress training, flight qualification, etc., before flying. The supporting unit operations group commander is the final authority for determining when active duty aircrew may fly unit aircraft.

2.20.4. All flying will be conducted in accordance with applicable US Air Force, MAJCOM, and ANG instructions.

2.21. USAFR Bases and Facilities. Except for Air Force advisors to reserve units, rated officers on extended active duty (EAD) are not attached for flying to USAFR bases or facilities that do not have operational support aircraft. Send requests for flying support and requests for exception to HQ AFRES/DOT, Robins AFB GA 31098-5000, with an information copy to HQ USAF/XOOT.

2.21. (AFRC) AFRC units comment on requests for flying attachment of personnel received directly from other units, commands, services, or agencies, and forward them through their respective NAF/DOT to HQ AFRC/DOTS for action.

2.21.1. (Added-AFRC) Attachment for flying request must include, as a minimum, the following information: Individual's name, rank, SSN, unit of assignment, unit of attachment, effective date, aviation service date, officer service date, aeronautical rating, duration of assignment, duty position, RPI Code, aviation service code, individual service category and name, address and phone number of HOSM that maintains the individual's FRF.

2.21.2. (Added-AFRC) Rated personnel on extended active duty (EAD) approved for flying attachment to AFRC units are limited to achievement of minimum flying requirements (exceptions are at the discretion of the OG/CC) outlined in applicable aircrew training publications.

2.21.3. (Added-AFRC) Interfly agreement with active duty and ANG aircrew members. AFRC operations group commanders are authorized to approve requests to fly with AFRC units for aircrew members not assigned or attached to an AFRC NAF/unit. They must provide operations group commanders with a source for verifying currencies, egress and life support training, flight qualification, etc., prior to flying. Forward information copy of interfly approval to NAF/DO and AFRC/DOT.

2.22. Coordination Authorization. Direct communication with MAJCOMs, NGB, and USAFR concerning attachment of rated personnel is authorized.

Chapter 3

FLIGHT DOCUMENTATION

Section 3A—Records Maintenance

3.1. Flight and Jump Records and Air Force Operations Resource Management System (AFORMS) Functional Responsibility. The individual flight or jump record folders are the official source documents for determining incentive entitlement, current flying or jump status, and total experience. HOSMs will maintain flight record folders of aircrew members whose personnel record's are maintained by the unit military personnel flight (MPF) or the Air Force HOSM closest to the member's MPF. Dispose of Air Force records according to AFMAN 37-139 and this instruction.

3.1. (AFRC) The HOSM office keeps AFRC flight and jump records according to procedures outlined in basic paragraph **3.1**. Reserve HOSMs track conditional flight pay/AFTPs for HQ attached flyers.

3.1.1. Use these records as the basis for USAF flying resource inventory reporting (RCS: HAF-XOO[M&AR]7103). This report provides essential individual flying training information to HQ USAF and MAJCOMs. HOSMs ensure the report is transmitted not later than the 10th of each month (or as soon as possible for special reports). Continue to report during emergency conditions, precedence delayed (Emergency Status Code C-3). Continue reporting during MINIMIZE.

3.1.2. At each flying base, the HOSM office is the single point of contact for the AFORMS and is responsible for the following procedures:

3.1.2.1. FRFs for all flying personnel are kept by an operations system manager supported by the standard AFORMS.

3.1.2.1.1. Base HOSM offices keep the FRFs for assigned, tenant, and attached personnel ordered to take part in regular and frequent flights as aircrew or operational support members. This includes all active and inactive aircrew members and active operational support members.

3.1.2.1.2. The FRFs for disqualified aircrew members (entitlement status 0) are kept for 5 years after such designation. After 5 consecutive years, return the individual FRF to the member.

3.1.3. Initiate a Military Pay Order (MPO) (except for ANG members not on extended active duty and non-USAF members) when:

3.1.3. (AFRC) AFRC flying units whose flight records are consolidated with an active duty HOSM process/certify Reserve flight pay (includes preparation of MPOs to start/stop flight pay for all assigned/attached personnel in conditional status). These units maintain a copy of the flying pay qualification listing or computer disks for certification of flight pay entitlement for personnel in conditional entitlement status. These units must keep or have ready access to the Department of Defense Financial Management Regulation (DODFMR), Vol 7A; Defense Finance and Accounting Service (DFAS) 177-373, Vol II, DFAS Unit Procedures Excluding FSO, and AFMAN 36-8001.

3.1.3.1. Any member initially meets or fails to meet flight or entitlement requirements for pay.

3.1.3.2. Flight requirements for pay have been met after a period of failing to meet minimum flight requirements (or a period of disqualification has been removed), or an individual otherwise regains entitlement to incentive pay.

3.1.3.3. An individual in conditional entitlement status (ESC 5, 6, 7, 8, or 9) departs PCS to a non-flying position.

3.1.4. Release the FRF to individual custody only after the HOSM receives:

3.1.4.1. Official PCS orders or TDY orders indicating a TDY with another USAF activity for a period of 30 days or more. (Units have the option to transfer records to the gaining HOSM for TDYs.)

3.1.4.2. Official retirement or separation orders.

3.1.4.3. Notice that the aircrew member has been disqualified for more than 5 consecutive years.

3.1.4.4. MAJCOMs will establish temporary sign-out procedures.

3.1.5. The FRFs of personnel assigned or attached to other than USAF activities must be kept by the base designated by the:

3.1.5.1. The parent command for individual aircrew members on duty with other US military services.

3.1.5.2. The MAJCOM with geographical cognizance over the area or country to which the individual is assigned or attached for duty with an allied service or on duty with non-US military agencies.

3.1.5.3. If the individual's FRF is required at the flier's duty station, a master record is kept in AFORMS at the HOSM designated by the MAJCOM.

Section 3B—Logging of Flight Activity (AFORMS)

3.2. Background Information. This section explains the conditions under which personnel are authorized to log flight activity into AFORMS.

3.2.1. Flying data must be recorded and accumulated accurately to provide commanders with meaningful flying experience information to make sure resources are used effectively, and only qualified personnel receive incentive pay. Use AF Form 3526, **AFORMS OMR Event Accomplishment Report**, to enter training accomplishments when using optical mark reader (OMR) equipment.

3.2.1. (AFRC) AFRC units may use AFORMS, AFORMS AFRC reports program generated forms (Mission Accomplishment Report (MAR)), AFRC Forms 58a, **MAR Format 1**, 58b, **MAR Format 2**, 58c, **MAR Format 3**, and 58d, **MAR Format 4**, or locally devised training accomplishment report (TAR) forms. Local forms must be coordinated through the respective NAF/DOTF and approved by HQ AFRC/DOTSF. AFTO Form 781 and AFORMS must be accomplished after each flight/mission. A separate MAR/TAR must be completed each day a mission/flight is performed. Do not complete a single MAR to cover an entire deployment.

3.2.2. Design the Air Force flying program so that each individual actively engaged in performing airborne duties maintains at least the basic professional skills necessary to perform in his or her flying

specialty. This requires accurately logged flight and simulator activity to record and monitor the accumulation of experience.

3.3. Definition of Flight Time Categories. The references in this paragraph to aircraft also apply to synthetic training devices categorized in AFPAM 36-2211, *Management of Air Force Training Systems*, as operational flying trainers or weapon system trainers. Log flying time using only approved aircrew certification codes and aircrew position identifiers as listed in [Attachment 2](#).

3.3.1. Primary Flight Time. Time logged by a member occupying a designated duty station and actively performing the duty associated with the aircrew specialty. Only qualified aircrew members or aircrew members obtaining qualification in the aircraft can log primary time. **EXCEPTIONS:**

- Members in inactive status who are authorized to fly under the provisions of paragraph 2.15. should only log primary time when actually controlling the aircraft.
- Pilots who maintain qualification in single-place aircraft when completing instrument training or the instrument flight check in similar dual-place aircraft.
- Graduates of a military test pilot school (Air Force Test Pilot School, Navy Test Pilot School, etc.) are considered qualified and may log primary flight time using FP, FN, or FW as the flight authorization duty code while actively flying qualitative or approved short-term aircraft tests or evaluations. This does not authorize Test Pilot School graduates to perform duties on other missions requiring qualified aircrew members at the controls of the aircraft (i.e., functional check flights, etc.).

3.3.1.1. For pilots, primary time is time actively controlling the aircraft excluding hands on time flown while instructing and evaluating (log such time under instructor or evaluator). It is not predicated on which set of controls is being used (multi- place aircraft), or on the duty position indicated on the flight authorization. Pilots receiving instruction while controlling the aircraft will log primary time.

3.3.1.2. For other crew specialties, log primary flight time only when performing duties at a duty position established for that specialty. Where more than one station is established for the same specialty, primary time may be logged by one member at each such station while actually performing the duties associated with that station (for example, multiple Electronic Warfare Officer positions on a single aircraft). (MAJCOMs will designate which AFI 65-503, *US Air Force Cost and Planning Factors*, authorized crew duty station(s) flight test engineers may occupy during test functions. During periods when the flight test engineer is not actively performing his or her evaluation/test duties, other time will be logged.) Except under conditions in this paragraph, the total primary time for any specific aircrew specialty must not exceed the total flight time.

3.3.1.3. Aeromedical Evacuation Crewmembers (AECM) must fly one mission as a primary crewmember each quarter. As long as this currency requirement is met, AECMs may log secondary time when performing simulated patients duties during aeromedical readiness missions. During periods when the AECM is noncurrent, then only other flight time may be logged when performing simulated patient duties.

3.3.1.3. (Added-AFRC) When the currency requirement has been met in the previous quarter, AECMs may log secondary time on any mission during the current quarter when performing simulated patients duties during aeromedical readiness missions (ARM). If member does not fly as a primary crewmember and log primary time before the current quarter ends; currency is lost and

only other time can be logged when performing simulated patient duties until member has regained currency.

3.3.2. Secondary Flight Time. Flying time logged by a crew member who is performing inflight duties related to the aircrew's specialty but is not controlling the function of that specialty.

3.3.2.1. The member must be maintaining or obtaining qualification in the aircraft to log secondary time.

3.3.2.2. For pilots, log secondary time for flying while occupying a duty position having a set of flight controls, yet not actively controlling the aircraft, instructing, or evaluating.

3.3.2.3. For other crew specialties, log secondary time when actually performing inflight duties of the specialty, but not at the primary duty station established for that specialty (for example, second navigator during airdrop missions, or additional crew members) when dictated by mission requirements.

3.3.2.4. Except under conditions in 3.3.1.2 the total secondary time logged in each specialty may not exceed the total flight time.

3.3.3. Instructor Flight Time. Flying time logged by a designated and qualified member while actively performing authorized instructional duties. (Includes "hands on" time during demonstration activities which are part of instructional duties). The member does not have to be occupying a primary duty station established for that specialty but must be actually performing instructor duties. Except under conditions in 3.3.1.2, the total instructor flight time for each aircrew specialty may not exceed the total flight time.

3.3.3.1. Qualified instructor pilots may log instructor time when participating in missions required by paragraph 1.13.

3.3.3.2. Instructors will also log primary, secondary, or other time, depending on their activity, when not performing instructor duties.

3.3.3.3. Log simulator console time as instructor time if the crewmember is qualified as an instructor in the aircraft. When MAJCOMs authorize crewmembers to be instructors in the simulator only, they may log simulator console time as instructor time. MAJCOMs will determine which type of simulators qualify for this approval, i.e., operational flight trainers, weapon system trainers, etc. Otherwise, log console time as other time for those simulators which do not qualify.

3.3.4. Evaluator Flight Time. Flying time flown by a designated and qualified flight evaluator while actively performing authorized flight evaluation duties. (Includes "hands on" time if coincident with performance of flight evaluator duties). The member does not have to be occupying a primary duty station established for that specialty, but must be actually performing evaluator duties. Evaluators will also log instructor, primary, secondary, or other time, depending on their activity, when not performing evaluator duties.

3.3.5. Other Flight Time. Flying time flown by members who are on the flight authorization, but not occupying a designated duty station or conforming to the requirements of primary, secondary, instructor, or evaluator time. For example: additional or extra crewmembers taking part in the flight but not required for the mission.

3.4. Flight Condition Time. The categories listed in paragraph 3.3. are the basis for accumulating flying experience for all flying personnel. Record all flying time accrued on a mission in the appropriate category. Provisions have been made to record, for historical purposes, a breakout of flight time by flight condition: night, instrument, and simulated instrument. Primary time flown in more than one condition simultaneously (for example, night and instrument) would result in entries under both of these categories on the form. The type of time logged must be consistent with the flight condition actually encountered or procedure accomplished. MAJCOMs may further restrict logging combinations that are inconsistent with command policy or procedures. Use the following rules in logging flight condition time. **NOTE:** To log these flight conditions the instructor or evaluator must occupy a duty station with a set of flight controls.

3.4.1. Primary Night Time. That portion of primary, instructor, or evaluator flight time logged between the hours of official sunset and sunrise. If a proportionate share of annual flying requirements is prescribed (for example, removal from active flying, PCS, etc.), night requirements are waived. For personnel assigned at latitudes above 60 degrees north (May through August) or below 60 degrees south (November through February), night requirements are waived when removal from active flying or PCS occurs during the summer months. Only pilots, navigators, flight surgeons, and other crew members having night training requirements specified by Air Force or MAJCOM aircrew training publications, may log this time.

3.4.2. Primary Instrument Time. The portion of primary, instructor, or evaluator flight time logged when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments. Only pilots may log this time.

3.4.3. Primary Simulated Instrument Time. The portion of primary, "hands-on" instructor, or "hands-on" evaluator time logged by an individual controlling the aircraft attitude primarily by reference to the flight instruments. Only pilots may log this time.

3.4.4. Night Vision Goggle Time. The portion of time logged by an individual wearing night vision goggles.

3.5. Nonrated Flying Time. Nonrated aircrew members log flying time, using the proper aircrew certification codes and aircrew position identifiers. Log time only when authorized on aeronautical orders and when actively performing specific inflight duties as designated by flight authorization orders (paragraph 3.9.). Aeromedical evacuation crewmembers log time only when listed on the flight authorization and actively engaged in operational air evacuation or air rescue missions; aeromedical research and development inflight; or air evacuation training missions that require AECMs in a crew position, being instructed, or being evaluated.

3.6. Crediting Flying Activity. To credit flying activity personnel must be physically and physiologically qualified, under aeronautical orders to take part in frequent and regular flights as aircrew or operational support members (AFI 11-402), in duty status under an approved aircrew certification code and aircrew position identifier, and be designated on the flight authorization.

Section 3C—Logging of Flight Activity (General)

3.7. Logging Flying Time for Pay. Credit only flying time logged according to this instruction toward flight pay requirements (**NOTE:** see attachment 2, **Table A2.3.**). (**EXCEPTION:** Air Technicians (AT))

and Air Reserve Technicians (ART) must be in military status to log time for military flight pay. MAJCOMS define the inflight duties and training events which qualify individuals for incentive pay.)

3.7.1. Logging Flying Time by Rated Officers Who are Qualified in One Aircraft and Not Other Types of Aircraft Assigned to Their Units. Commanders and key supervisors (RPI-6 and RPI-8) who are qualified and maintain currency in one type aircraft, but have other types assigned to their units, may be authorized to fly in a primary crew position in assigned aircraft in which they are not qualified in observer status. When flying in observer status, the crew member will log an "O" or "X" as per [Table A2.3.](#), Flight Authorization Duty Codes. Flying time flown in "O" or "X" status does not entitle the member to OFDA credit, ACIP or HDIP.

3.7.2. (Added-AFRC) Logging, posting, and crediting of flight duty time entries on AFTO Form 781s are authorized only for personnel designated on the flight authorization. Commanders ensure that only those members authorized to perform aircrew or non-crew duties according to the provisions of the basic instruction are designated on the flight authorization. Aircrews log flying time in the same duty (pay) status as that indicated by the flight authorization published for a particular flight or series of flights.

3.7.3. (Added-AFRC) ARTs qualified as instructors or flight examiners in USAF Reserve status but not assigned to an authorized ART instructor or flight examiner civilian position perform instructor or flight examiner duties when flying in ART status only in the absence of an authorized ART instructor or flight examiner, and during emergency workloads as determined by the unit commander. NOTE: Such duty which results in the individuals working in a higher civilian pay grade than that in which they are presently assigned is accomplished only on an intermittent, infrequent, or emergency basis.

3.8. Logging Flying Time by Rated Officers in Inactive Flying Status. Officers in such status do not log flying time in their rated specialty in US Government aircraft except as provided for in paragraphs [2.10.2.](#) and [2.15.](#) In all such cases, inactive rated officers must be physically and physiologically qualified for aviation service.

3.9. Nonrated Crewmembers and Operational Support Flying Time. The inflight position and inflight duties, as authorized by MAJCOM and Air Force directives, determine the proper flying duty or position symbol for logging flying time on AFTO Form 781. This flying time is accomplished by officers and enlisted members when actively performing inflight duties as follows:

3.9.1. Aircrew Duty. When on orders and properly assigned to an authorized nonrated aircrew position as part of the regularly constituted aircrew according to AFI 65-503.

3.9.1.1. The principal duties require an individual to perform inflight on a frequent and regular basis.

3.9.1.2. The approved duties are essential to operating the aircraft systems and associated equipment used for completing a mission successfully.

3.9.2. Operational Support (Noncrew Member) Duty. When on orders for a specified time and properly authorized to perform inflight duties not prescribed in AFI 65-503 and to supplement a regularly constituted aircrew. He or she is occasionally on flying status for limited periods to perform essential and specific inflight duties. Operational support duties are:

3.9.2.1. Tasks required for a mission which cannot be accomplished by assigned rated or nonrated aircrew members.

3.9.2.2. Specialist support inflight to diagnose aircraft or equipment malfunctions which cannot be duplicated on the ground.

3.9.2.3. Development and inflight testing of specific hardware items when such testing cannot be accomplished by an aircrew member.

NOTE: MAJCOMs cannot authorize the use of operational support fliers when inflight duties will be to: assist the flight crew, perform routine maintenance (servicing hydraulic systems, "trouble-shooting" equipment, etc.), or perform equipment inventories.

3.9.2. (AFRC) Personnel performing operational support (non-crew member) duties will log "FZ" as the flying duty/crew position symbol.

3.9.3. (Added-AFRC) Additional Crewmember (ACM) is an aircrew travel status authorized to accompany the normal crew complement. An ACM is not entitled to log flying time unless performing crewmember duties as part of the normal crew complement as authorized by this instruction and AFI 65-503. Personnel in ACM status required to perform duty as part of the normal crew complement will terminate their ACM status and log time as authorized in this instruction. Units will identify personnel in ACM status on the flight authorization in the remarks section--annotating member in ACM status not authorized to log flying time.

3.10. Flying in Other Than Military Aircraft. Flying time logged according to paragraph 3.6. in other than military aircraft is credited toward annual flying requirements only when directed by competent Air Force orders and such flying is inherent in the primary duty assignment of the person concerned. Aircrews must document flight time on a flight log and except for Civil Air Patrol missions, be in aircraft with 450 horsepower or more.

3.11. Responsibility of Pilot in Command. Enter and credit flying time on an individual's flight record only when flown according to this instruction and properly logged on AFTO Form 781. The pilot designated as "in command" of the aircraft is responsible for making sure the appropriate form is dated and properly completed. These forms provide an accurate record of pertinent flight data for personnel authorized to take part in the flight.

3.12. Logging Flying Time in Non-US Air Force Aircraft. Only members performing inflight duties authorized by paragraph 1.11. may log flying time in non-Air Force aircraft for credit towards OFDA requirements or incentive pay. Otherwise only Other flight time can be credited in an individual's flight records.

3.13. Quarterly NAF/CC Flying Hour Report. MAJCOMs will submit Quarterly NAF/CC Flying Hour Report (RCS: HAF-XOO(Q)9724) via message to HQ USAF/XO, with HQ USAF/XOO/XOOT as message info addressees, by the 15th of the month following each calendar quarter. This report is designated emergency status code C-3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible. Discontinue reporting during MINIMIZE. The report will include the following:

3.13.1. Name/position.

3.13.2. Primary assigned aircraft (PAA).

3.13.3. Primary/secondary flight hours in PAA.

3.13.4. Evaluator hours in PAA.

3.13.5. Number of PAA sorties.

3.13.6. Total flying hours/sorties in all aircraft.

3.13.7. NAF/CC primary aircraft flight examiner status (Yes or No) - Yes indicates the NAF/CC is flight examiner certified in his/her PAA according to AFI 11-202, Volume 2.

3.14. Form Prescribed. AF Form 3520, Air Crew/Mission Flight Data Extract.

3.14. (AFRC) AFRC Form 9, **Flight Authorization**, AFRC Form 58a, **MAR Format 1**, AFRC Form 58b, **MAR Format 2**, AFRC Form 58c, **MAR Format 3**, AFRC Form 58d, **MAR Format 4**.

Chapter 4

AIRCREW TRAINING PROGRAM

4.1. This entire chapter superseded by AFI 11-202V1.

Chapter 5**AIRCREW REQUIREMENTS**

5.1. This entire chapter superseded by AFI 11-202V1 and AFI 11-202V2.

Chapter 6

AIRCREW EVALUATION PROGRAM

6.1. This entire chapter superseded by AFI 11-202V2.

Chapter 7**CREW REST AND FLIGHT DUTY LIMITATIONS**

7.1. This entire chapter superseded by AFI 11-202V3, chapter 9.

MARVIN R. ESMOND, Lt General, USAF
DCS/Air & Space Operations

Attachment 1

GLOSSARY OF TERMS

Terms

Air Force Aircraft—US Government aircraft under US Air Force jurisdiction.

Aviation Career Incentive Pay (ACIP)—Incentive pay for rated officers in an aviation career as authorized in the Aviation Career Incentive Act of 1974 and the Aviation Career Improvement Act of 1989.

Aviation Service Date (ASD)—Effective date of the first order to perform flying duties as an officer. This date is set when the officer first reports, on competent orders, to the aviation activity that has aircraft in which the officer will receive flight training leading to an aeronautical rating (for example, entry date of SUPT, SUNT, or UPT-H class) or date of commission, whichever is later. For flight surgeons the ASD equals the date all requirements for the flight surgeon rating were met, which is normally the date Course 50BY9351 or equivalent was completed.

Authentication—The process that makes an administrative order official. Evidence by proper signature or seal that a document is genuine and official.

Authorized Aircrews—Aircrews authorized according to AFI 65-503.

Conditional Entitlement—The requirement for rated members in an aviation career to meet monthly flying requirements to receive ACIP.

Continuous Entitlement—The condition under which rated members in an aviation career are entitled to receive ACIP without regard to flying activity.

Continuation Training (Phase III)—Training in which personnel already qualified in their respective aircrew positions maintain their assigned level of proficiency.

Deadhead Time—Time computed while traveling in passenger status.

Flight—For the purpose of this instruction only, a flight is synonymous with a mission.

Gate—Identifies a point in a rated officer's aviation career at which rated utilization is measured according to the Aviation Career Incentive Act and the Aviation Career Improvement Act. Rated Utilization is measured at the 12 and 18 year points of aviation service. A transition period is in effect until 1 October 2003.

Government Aircraft—An aircraft owned, operated, or leased by the US Government.

Hazardous Duty Incentive Pay (HDIP)—Incentive pay authorized for personnel required to perform flying duties on a frequent and regular basis.

Instrument Flight—For the purpose of this instruction only, instrument flight is defined as flight conducted in conditions that do not permit visual reference to the horizon, ground, clouds or water.

Mission—For the purpose of this instruction only, mission is defined as a primary objective for which an aircraft is operated (see Mission Symbols) and which may consist of an increment of one or more sorties. For example, a mission may involve two sorties, or in case of an in flight refueling, several missions may be accomplished in one sortie.

Officer Service Date (OSD)—Effective date of service as a commissioned, warrant, or flight officer, whether or not served on extended active duty. This is usually equivalent to total federal commissioned service date backdated by any period served as a warrant or flight officer. For flight surgeons, the OSD includes constructive service granted medical officers in the computation of creditable service for basic pay.

Operational Flying—Flying performed under competent orders by rated personnel (primarily for mission, support, or training purposes) while serving in an assignment where basic flying skills usually are maintained for performing assigned duties.

Primary Aircrew Member—Personnel whose primary duty is to fly the unit equipped aircraft.

Sortie—An operational flight by one aircraft. A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and:

- The engines are stopped, or the aircraft is on the surface for 5 minutes, whichever occurs first.
- A change is made in the crew which adds a crewmember. On missions where some crewmembers deplane and the remaining crew from the original takeoff relaunch, this is considered a continuation of the original sortie.

Supervisory Aircrew or Staff Member—Personnel in supervisory or staff positions (RPI 6 and 8) who actively fly; or (RPI 3 and 4) which requires rated expertise but are not required to fly.

Training Level—Assigned to individuals based on the continuation training status (basic qualification, mission capable, or mission ready) they are required to maintain.

Training Period—A 6-month period in which training requirements are performed. Semiannual periods are 1 January through 30 June and 1 July through 31 December.

Attachment 2

**INSTRUCTIONS FOR USING AFTO FORM 781, AFORMS AIRCREW/MISSION
FLIGHT DATA DOCUMENT**

A2.1. Purpose. The AFTO Form 781 series provides maintenance, inspection, service configuration, and flight operations records for weapon or support systems. AFTO Form 781 is the source document for recording and reporting operational flight or training device information for each individual authorized to take part in a mission. This form is the primary record of both personnel and aerospace vehicle flying hours. It is the official record to validate flight pay eligibility for individuals required to fly.

A2.2. Scope. These instructions apply to all individuals, rated and nonrated, authorized to log flying or training device time in an airborne duty or position for the purpose of maintaining an official Air Force Individual Flight Record (see AFM 171-190, volume II).

A2.3. Responsibilities. The AFTO Form 781 is established by TO 00-20-5. Maintenance personnel are responsible for distributing and collecting these forms. Completing AFTO Form 781 and other forms in that series is a joint responsibility of maintenance personnel and the pilot in command.

A2.3.1. The crew chief or alternate ensures a sufficient number of copies of AFTO Form 781 are aboard the aircraft and completes items 2 through 5 on a sufficient number of copies to fulfill mission requirements.

A2.3.2. The pilot in command makes sure the AFTO Form 781 is dated and properly completed to show all pertinent flying data and the flying time for all personnel who are authorized to take part in the flight. The pilot in command:

A2.3.2.1. Before flight, reviews the aircraft status as indicated on AFTO Forms in the 781-series and then signs the exceptional release, if not previously signed by maintenance.

A2.3.2.2. Documents all discrepancies observed before, during, and after flight on AFTO Form 781A, **Maintenance Discrepancy and Work Document**.

A2.3.2.3. After the flight is completed, fills in the required entries in item 10, Flight Condition Data (AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**) and initials item 35 of AFTO Form 781.

A2.3.3. The completed AFTO Form 781 must be removed from the AFTO Form 781 binder after the MMICS/CAMS Identifier is entered at the maintenance debriefing and the form hand carried to either the unit operations or maintenance plans and scheduling office (MAJCOM option).

A2.3.3. (AFRC) Upon completion of maintenance review at debrief, hand-carry the AFTO Form 781 to the squadron flight management office. After audit procedures are performed, the 1C0X2 performing the audit procedures initials item 37 of the form and notifies maintenance plans and scheduling/debrief offices of any discrepancies. The REMIS/G081/CAMS computer database will be audited by both maintenance and operations personnel using the daily and monthly aircraft utilization reports (AUR). All aircraft times, landings, and sorties discrepancies will be resolved within one working day.

A2.3.4. Each unit operations officer:

A2.3.4.1. Gives to the maintenance organization that services the aircraft assigned to that unit the necessary organization and location information to be entered in items 4 and 5 of AFTO Form 781. This ensures completed forms are sent to the proper unit operations office or HOSM for entry into the AFORMS.

A2.3.4.2. Ensures a responsible individual audits the unit's AFTO Forms 781 for accuracy and legibility and initials in item 36 of the form before sending it to the HOSM. Where local procedures establish the HOSM as the auditing agency, the responsible individual from that office initials the form in item 36.

A2.3.4.2. (AFRC) Ensures only 1C0X2 or civilian equivalent audit/initial the AFTO Form 781 (item 36). Where local procedures establish the HOSM as the auditing agency, unit assigned 1C0X2s will first audit the AFTO Form 781 and initial item 3 (MBA/_____). When HOSM personnel enter the AFTO Form 781 into AFORMS, they will also initial item 36 to confirm completion of a thorough audit next to the units initials, as indicated above.

A2.3.4.2.1. (Added-AFRC) Squadron 1C0X2 enter AFTO Forms 781 in the AFORMS database. Units supported by an active duty HOSM are required to enter the AFTO Form 781 into the AFORMS database. When the support agreement states the active duty HOSM must enter AFTO Forms 781 in AFORMS, all AFTO Forms 781 must first be audited by squadron/unit assigned 1C0X2s to ensure correct duty status codes have been assigned and a copy must be maintained at the unit level for subsequent auditing. When entered by the active duty HOSM, the unit must audit the HOSM input for accuracy and correction of all previously noted mistakes.

A2.3.4.2.2. (Added-AFRC) The original AFTO form 781 will be maintained at the designated HOSM only. A copy should be maintained at the unit level for auditing validations.

A2.3.4.3. Provides to each pilot in command of a flight, using flying hours allocated to that unit, the Program Element Identifier (PEID) to be entered in item 8 of the AFTO Form 781. The PEID can be found in PA Vol II for each aircraft. This ensures that the hours are reported by the proper program.

A2.3.4.3. (AFRC) The PEID to be entered for Reserve missions is "R."

Table A2.1. AFTO Form 781 Entries According to TO 00-20-5.

Item	Enter
2	MDS designator from AFTO Form 781F, item 3.
3	Full aircraft serial number (year and six digits).
4	Organization to which the aircraft is assigned. Show command designation in parentheses (for example, 388 FW (ACC) and the four-letter code of HOSM which serves that organization (obtain from the unit operations). Use the HOSM which processes and files the original forms.
5	The base of the unit of aircraft assignment.
AFTO Form 781 Entries the Pilot in Command Certifies	
1	Date. Use numerical digits for year, month, and day. The date must be the Greenwich Mean Time (GMT) date.
6	Mission number assigned for this leg of the mission (MAJCOM option).
7	Authorized mission symbol for each flight. Fliers may enter all flights on the same GMT date on a single AFTO Form 781.
8	PEID. Supplied by unit operations for each flight.
9	International Civil Aviation Organization (ICAO) code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL."
10	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL."
11	24-hour GMT clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll.
12	24-hour GMT clock time. The landing is when the aircraft is on the ground after being airborne and any of the following conditions occur: a. The engines are stopped and the shutdown occurs at or before 5 minutes after touchdown. b. The aircraft has been on the ground for 5 minutes after touchdown. However, a series of practice landings is considered as one flight and this information does not apply. c. A change is made in the crew which adds a crewmember. NOTE: When a flight starts before 2400 GMT and ends after Zulu midnight (2400Z), record and report the flight on the date of takeoff. A separate AFTO Form 781 is not necessary.
13	Subtract takeoff time from landing time, convert to hours and tenths, and enter the result. The conversion table for minutes to tenths of an hour is on the reverse of the form.
14	Number of touch-and-go and full-stop landings, and the total of both.
15	Number of sorties accomplished on each flight. A sortie covers a flight from first take off to final landing. However, if any flight entry is split, the sortie must be recorded on the flight that lists the actual point of final landing.
16	Specified by MAJCOM.

Item	Enter
17	Unit designated to perform this mission (MAJCOM option).
TOTALS	Total flight time, landings, and sorties at the end of the mission or day.
18	Four-digit unit number of the organization to which the crewmember is assigned for flying. Use leading zeros when the unit number has fewer than four digits.
19	SSN of the crewmember. Any error in this entry will result in time being lost or credited to another crewmember.
20	Crewmember's last name (printed).
21	Flight Authorization Duty Code assigned on the Flight Authorization to the crewmember for this mission. This code may be lower but not be higher than the individual's Aircrew Certification Code (Table A2.3).
22-27	Times in hours and tenths for each category as defined in this instruction, Chapter 3 . The total time in item 27 cannot exceed the grand total in item 13 column and total of items 22 through 26 cannot exceed item 27.
28	Total number of sorties for this crewmember. This entry is normally the total of item 15 column.
29-31	Hours and tenths of time performed in night, instrument, or simulated conditions, as defined in this instruction, Chapter 3 .
32	Hours and tenths of time performed while wearing night vision goggles.
33	Air Reserve Component Flight Duty Status Code for the crewmember, if applicable. If used: 1=Active Duty, 2=Inactive Duty, 3=Flying Training Period, 4=Civilian Technician.
34	Initials of maintenance personnel at the debriefing who reviewed the form and the MMICS/CAMS Identifier for the aircraft entered in item 35.
35	Supplied at maintenance debriefing. This entry will be used to send the aircraft flying time update to MMICS/CAMS from AFORMS (if used).
36	Initials of the pilot in command who certifies form accuracy.
37	Initials of the unit operations officer or operations technician who verifies the accuracy and legibility of the form prior to entry into the data system.
38	Six-digit date, local time of input, signature, grade, and remote terminal device identifier. The AFORMS input operator completes this item. Use this information to audit and troubleshoot data entries into AFORMS.

NOTE:

1. **(Added-AFRC)** Item 21. Units use gaining command codes, as applicable, for the third and fourth characters of the duty codes.
2. **(Added-AFRC)**. Item 33. An additional authorized flight duty status code for Air Force Reserve Command aircrews is 33 (Dual additional flying training period—AFTP).

Figure A2.1. Sample AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document.

A2.3.4.4. (Added-AFRC) Provides the mission symbol for each flight to the pilot in command prior to mobilization. The primary mission for reserve operational aircraft is training. Reserve

training missions normally use a “T” coded mission symbol when flying on an AFRC mission identifier. When supporting an AMC transportation working capital fund (TWCF) mission, “M” coded, an AMC mission identifier must be used. When AFRC “CA” coded aircraft support an AMC contingency or exercise a “C” or “L” code will be used as appropriate. The mission symbol is a four-position alphanumeric code. The first two characters are as shown in the basic, attachment 2, [Table A2.2](#). Note: AFRC units must use approved mission symbols listed on HQ AFRC/DOT web site under the subtitle, Flying Hours (<http://W3/afrc.af.mil/hq/DO/dot>). Mission symbols vary by aircraft type and unit. Operations identify the primary mission symbol on flight orders and/or mission directives.

A2.4. Extract AFTO Form 781. The original copy of the AFTO Form 781 must be returned to the HOSM that services the unit to which the aircraft is assigned. Each individual on the form whose flight records are maintained by another HOSM prepares a data extract copy of the original AFTO Form 781 to be sent, usually within 5 workdays, to that member's HOSM. If more than one individual named on the form is serviced by the HOSM, a single data extract copy may be used.

A2.4. (AFRC) Individuals assigned to AFRC deliver extract AFTO Forms 781 to their unit of assignment. Improperly completed AFTO Forms 781 are returned to the individual for corrections prior to AFORMS update.

A2.4.1. Individuals whose flight records have been closed out to transfer custody must prepare a data extract form for each authorized flight during that period.

A2.4.2. The data extract AF Form 781 must include all heading information from blocks 1 through 15, plus the individual's line entry or entries from columns 18 through 32 of the original.

A2.4.3. For each line entry of the data extract form, a line must be lightly drawn through the corresponding line entry on the original form.

A2.4.4. The data extract form is so identified and certified, either by a commissioned officer (preferably the pilot in command), or by the HOSM Chief/Superintendent.

A2.4.5. The AF Form 3520 is an authorized replacement for the extract form when appropriately filled-in and certified. These forms may be used when flights occur in more than one aircraft or calendar day.

A2.5. Privacy Act Advisement for AFTO Form 781. Personnel who furnish personal information for completing the AFTO Form 781 are advised to read the Privacy Act Statement on the back of the form.

A2.6. AFTO Forms 781 Series. The AFTO Form 781 is used to record operational flight data. Other forms in the series, important to the pilot, give detailed information that concern the status, servicing, and configuration of the aircraft or list symbols needed to properly complete other forms in the series. Although explained in detail in TO 00-20-5, these forms are briefly reviewed to assist aircrew personnel.

A2.6.1. AFTO Form 781F, Aerospace Vehicle Flight Report and Maintenance Document. The cover sheet for AFTO Form 781 series folder or binder in each aircraft. The face gives information that concerns the vehicle including MDS, serial number, organization and location, station code, servicing, and inventory data. The reverse of the form has valid airborne duty and position codes authorized by this instruction.

A2.6.2. AFTO Form 781G, General Mission Classification-Mission Symbols. Lists the valid US Air Force mission symbols specified in [Table A2.2](#).

A2.6.3. AFTO Form 781M, Status Symbols and Functional System Codes. Contains the system numbers, general grouping, and system title codes used by maintenance and aircrews that are required to complete other forms in the 781 series.

A2.6.4. AFTO Form 781A, Maintenance Discrepancy and Work Document. Used to document each discrepancy discovered by the pilot, other crewmembers, or maintenance personnel. It must be checked by the pilot before flight to provide a general status review of the aircraft. Use this form to enter any discrepancies discovered and not previously reported.

A2.6.5. AFTO Form 781H, Aerospace Vehicle Flight Status and Maintenance Document. Used for transcribing operational flight data needed by maintenance. Maintenance status and servicing information are documented to provide operating personnel with a ready reference as to the status of the aircraft or air launched missile. It shows the status and history of inspections related to the daily flying activity of the day involved. It is used by the pilot to document aerospace vehicle time, full stop and total landings, cartridge starts, and engine cycles for each flight. It is also used by the pilot to report functional check flights and to record flight condition data. The pilot in command must make sure the data entered in parts of AFTO Form 781H that apply to each flight agree with AFTO Form 781 data for the corresponding flight line entry.

Table A2.2. Authorized Mission Symbols.

Authorized Mission Symbols (*NOTE: Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a four character field. MAJCOMS assign the third character and units the fourth.*)

CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions

A1	Scheduled Flights. Missions where the main goal is to move cargo or passengers on a scheduled frequency.
A2	Scheduled Air Evacuation Flights. Missions where the main goal is to move patients on a scheduled frequency.
A3	Nonscheduled Air Evacuation Flights. Missions where the main goal is to move patients who require immediate evacuation to the proper treatment facility.
A4	Nonscheduled Logistics. Missions where the main goal is to move cargo or passengers on other than scheduled flights.
A5	Positioning or Repositioning. The nonproductive part of a flight that is required to locate an aircraft at a station for onloading or returning an aircraft to home station.
A6	Tactical Training. Missions where the main goal is joint airlift that includes personnel and equipment or supply drops.
A7	Other. Classified or other special missions.
A8	Contingency Operations. Contingency missions directed by HQ USAF.
A9	United Nations (UN) Missions. Missions in support of UN operations, as directed by HQ USAF.

SUPPORT MISSIONS (CA and Z coded operational support aircraft only)

S1	Administrative. Missions in which the main purpose is aerial transportation of personnel accomplishing executive and administrative functions. These include staff or command ordered flights. Also includes Air Reserve Officer Training Corps (ROTC), Air Explorers, and Civil Air Patrol (CAP) indoctrination and similar flights.
S2	Personnel. Missions in which the main purpose is to move personnel by air. This symbol includes courier flights. It does not include flights by Air Mobility Command (AMC) common user passenger or cargo transports completing single manager operations for airlift services.
S3	Material and Supplies. Missions in which the main purpose is to move material and supplies by air. Does not include flights by AMC common user passenger or cargo transports completing single manager operations for airlift services.
S4	Logistics. Missions in which the main purpose is to move personnel, material, and supplies by air. This symbol includes flights in direct support of combat and combat support unit operations. Does not include flights by AMC common user passenger or cargo transport.

Authorized Mission Symbols (*NOTE: Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a four character field. MAJCOMS assign the third character and units the fourth.*)

S5	Special. Missions in which the main purpose is to complete specific special activities of the Air Force and other governmental agencies, such as: target missions for air defense purposes, tow missions for defense and tactical forces, local search and rescue, civil relief, mercy missions and air demonstration flights.
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SUPPORT MISSIONS (CA and Z coded operational support aircraft only) (Continued)

S6	Navigational Aids (NAVAIDS) Check. Missions in which the main purpose is to flight-check radar and nav aids.
S7	Aircrew Qualification. Missions in which aircrew members who occupy aircrew or designated instructor crew positions complete standardization and instrument check flights as well as qualification and currency flights.
S8	Support Training. Missions in which the main purpose is to meet semiannual flying requirements (including instrument and qualification checks) as prescribed by this instruction. This symbol is used by "behind-the-line" aircrews who are not assigned to designated aircrew positions.

TRAINING MISSIONS (*NOTE: T mission symbols used by force structure aircraft in assignment codes CB, CC, CF, CA, and TF.*)

T1	Student Training. Missions where the main goal is to instruct and train pilots and aircrew under the direction of Air Education and Training Command (AETC) or other USAF Activities engaged in formal student instruction (include flying of instructors in the course of student training).
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CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions

T2	Formal Major Weapon System (MWS) Training. Instruction and training of pilots and crews undergoing initial MWS crew training in designated Formal Training Units.
T3	Operational Training. Missions where the main goal is gunnery, bombing, reconnaissance, navigation, instrument, target missions for air defense purposes, towing targets, search and rescue, and transportation of cargo or personnel (excludes flights of AMC common user passenger or cargo transports accomplishing single manager operations for airlift service).
T4	Special. Missions in which the main purpose is the direct support of nonmilitary activities such as civil relief, mercy missions, health, communications, public works, and others contributing to the economic and social well-being of the nation.
T5	AIRBORNE ALERT MISSIONS (defined by MAJCOMs).
T6	LOW LEVEL MISSIONS (defined by MAJCOMs)
T7	Reserved for future use (formerly Counter-Narcotics Support)

Authorized Mission Symbols (*NOTE: Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a four character field. MAJCOMS assign the third character and units the fourth.*)

T8	Tanker Task Force Support. Missions flown by TDY (deployed) tanker aircrews in support of regional tanker task forces (excluding counter narcotics).
T9	Reserved for future use.

OPERATIONS MISSIONS

O1	Combat. Aerial activity, engagements, or attacks conducted by committed units of aircraft, under the operational control of a theater commander or other appropriate authority, against an enemy of the United States or an opposing foreign force. Any flying activity in direct support of friendly forces engaged in armed conflict which occurs in a designated combat area. Specific mission subsymbols, using numeric suffixes, may be designated locally. Only flight time logged within the designated combat area will be logged as O-1. (See Note 1)
O2	Combat Support. Aerial activity or engagements conducted by committed units or aircraft, under the operational control of a theater commander or other appropriate authority, which have as a primary purpose the support of friendly forces engaged in armed conflict. The O-2 mission symbol will be used for flight time within the designated combat area or the area of responsibility assigned to the Theater Air Component Commander. (See Note 1)
O3	Aircraft Delivery. Aircraft delivery flights under the control of Air Combat Command (ACC), including intercommand transfers; US Air Force, Navy, or other pilots attached to ACC for purposes of delivering aircraft delivery organizations as well as "borrowed" crews. Also includes aircraft deliveries other than under ACC control.
O4	Test. Missions where the main goal is engineering testing of aerospace vehicles (including the airframe, propulsion units, and components that are integral parts of the vehicle being tested).
O5	Direct Test Support. Missions which are performed in direct support of research, development, test or engineering program for data acquisition. Includes flights to and from test locations.
O6	Indirect Test Support. Missions in which the main goal is to accomplish simulated mission profiles in preparation for approved test programs. Included in this category are missions in E, D and CB coded aircraft in which the main goal is proficiency flying training, initial checkout, requalification, annual instrument and proficiency check, etc.

Authorized Mission Symbols (*NOTE: Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a four character field. MAJCOMS assign the third character and units the fourth.*)

O7	Special (Air Force Material Command [AFMC] use only). Missions performed in E and CF coded aircraft that do not fall within the categories explained above and missions in B or D coded unairworthy aircraft to relocate a damaged aircraft to a repair facility. Includes missions such as search and rescue, demonstrations, record attempts, flight inspections, traffic control and landing system (TRACALS) evaluations, and air traffic control operational evaluations.
O8	Maintenance Tests. Missions where the main goal is to perform functional check flights after completing inspections or maintenance to make sure that the aircraft is airworthy and capable of mission accomplishment. This symbol applies to aircraft in all assignment codes.

CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions

O9	Operational Reconnaissance. Aerial activity or engagements conducted by committed units or aircraft that have as a main goal higher headquarters directed reconnaissance missions that do not fall in the other categories explained above. This symbol applies to peacetime air defense scrambles.
P1-P5	As directed by HQ USAF (see Note 2).
P6	Counter-Narcotics Support. Missions flown in support of Counter-Narcotics operations (formerly T-7).
P7-P9	As directed by HQ USAF (see Note 2).
R1-R9	As directed by HQ USAF (see Note 2).
C1-C9	As directed by HQ USAF (see Note 2).

OPERATIONS NOTES:

1. For all missions flown in designated combat areas, the suffix A is used to differentiate those O-1 missions where aerial delivery/recovery of airborne forces/equipment, ordnance expended, or direct exposure to hostile fire occurred. The suffix B is used on designated combat missions established by HQ USAF that result in personnel tour curtailment or other personnel actions. 2. For the P, R, and C mission symbols, use the following third character suffixes to identify specific MAJCOM usage: AMC use A, B, C; ACC use D, E, F; USAFE use G, H, I, J; PACAF use K, L, M; AFSOC use N, O, P; ANG use Q, R, S; and AFRES use T, U, V. Guard and Reserve units will coordinate with their gaining MAJCOM to determine if the Guard/Reserve or active duty MAJCOM suffix will be used. MAJCOMs will provide HQ USAF/XOOT a copy of directives on the use of these mission symbols.

INDUSTRIAL FUNDED AIRCRAFT MISSION CLASSIFICATIONS (L, M, and N for force structure aircraft in assignment codes CA, CC, TE, and IF)

Authorized Mission Symbols (*NOTE: Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a four character field. MAJCOMS assign the third character and units the fourth.*)

L1-L8	Contingency. Special transport missions that support contingency plans and test exercises. Symbol is assigned by HQ AMC in the operation order (OPORD). If no OPORD is written, AMC's Tanker Airlift Control Center (TACC/DOO) assigns symbol to be used.
M1	Cargo. Scheduled transport missions where the main goal is to move cargo.
M2	Passenger or Patients. Scheduled transport missions in which the main goal is to move passengers or patients. Suffix "L" is reserved for patient flights. Suffix "P" is reserved for passenger flights.
M3	Cargo or Passengers. Scheduled transport missions in which the main goal is to move mixed loads (cargo or passengers).
M4	Positioning for Channel. Locating an aircraft at a station for channel traffic onload. This includes missions from the offload station of a special assignment airlift mission (SAAM) or contingency mission to the onload station of a channel traffic mission.

INDUSTRIAL FUNDED AIRCRAFT MISSION CLASSIFICATIONS (L, M, and N for force structure aircraft in assignment codes CA, CC, TF, and IF) (Continued)

M5	Depositioning for Channel. Returning an aircraft to home station from channel traffic offload station and to return an aircraft to backup position from an offload or termination point of any mission where backup equipment has been used.
M6	Special Assignment. Transport missions in which the main goal is to complete special assignment airlift missions. These missions include hours logged from the time the aircraft departs home station or is diverted from channel traffic (scheduled mission) until the aircraft returns to channel traffic operations.
M7	Nonrevenue. Nonscheduled missions operated in support of the airlift force other than exercises.
M8	Joint Airborne or Air Transportability Training. Transport missions where the main goal is joint airborne training.
N1	Training and Standardization. Training and standardization evaluation flights for personnel as- signed or attached to a tactical or transport unit.
N2	Tactical Training. Unilateral tactical training other than joint airborne training. This includes airdrop, formation flying, and low level navigation training missions.
N3	Search. Industrially funded aircraft diverted to perform search missions. Symbol is used starting with time of diversion until aircraft returns to normal mission.

CA (Outside of Combat Environment) and Air Rescue CF Coded Aircraft Missions

N4-N8	Reserved for Future Use. These symbols are used to complement the contingency mission symbols as assigned by TACC.
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Authorized Mission Symbols (*NOTE: Only mission symbols listed in this table are valid. In AFORMS the mission symbol is a four character field. MAJCOMS assign the third character and units the fourth.*)

SIMULATOR TRAINER CLASSIFICATIONS

Q1	Student Training. Instruction and training of pilots and crews under the direction of AETC or other US Air Force activities engaged in formal student instruction.
Q2	Mission Training. Synthetic trainer or simulator missions where the main goal is training tactical and support aircrews.
Q3	Maintenance Tests. Performance of functional check flights.
Q5	Simulator Test. Missions to acquire data or verify simulator performance, handling qualities, and systems.

SIMULATOR NOTES:

1. Suffix "E" is reserved for engineering tests (hardware, software design, or development).
2. Suffix "F" is reserved for human factors research missions.

A2.6.6. Flight Authorization Duty Codes. Flight authorization duty codes identify the aircrew member's flight duty status. They are four letter codes and MAJCOMs have the option to specify the third and fourth characters.

Table A2.3. Flight Authorization Duty Codes.

Aircrew Certification Codes (First Character)		Valid to allow aircrew members to meet requirements for OFDA, ACIP, or HDIP
E	Evaluator qualified	Yes
F	Qualified in basic weapon system	Yes
I	Instructor qualified	Yes
M	Mission qualified in weapon system	Yes
O	Senior evaluator or other flier in inactive status (grades Colonel and above)	No
S	Student enrolled in Undergraduate Flying Training	Yes
U	Obtaining initial qualification or requalification in the weapon system	Yes
X	Team evaluator or other flier in inactive status (grades Lt Colonel and below)	No
Position Identifiers (Second Character)		
A	Other Aircrew Member	Yes
B	Boom Operator	Yes
C	Copilot	Yes
E	Electronic Warfare Officer or Defensive System Operator	Yes
F	Flight Engineer	Yes
G	Aerial Gunner	Yes
H	Flight Nurse	Yes
J	Pararescue Member	Yes
K	Communications System Operator	Yes
L	Loadmaster	Yes
N	Navigator	Yes
P	Pilot	Yes
R	Navigator-Bombardier or Offensive Systems Operator	Yes
S	Flight Surgeon	Yes
W	Weapon System Officer	Yes
Z	Operational Support or Airborne Battle Staff	Yes

NOTES: To meet OFDA, ACIP, or HDIP requirements, aircrew members must:

1. Log their flight time using both an aircrew certification code and position identifier valid to credit time (a "yes" in column 3).
2. Log primary, secondary, or instructor flight time. Evaluator flight time is also creditable when the evaluator is current in the aircraft. Otherwise the evaluator should use the aircrew certification code O or X.
3. Be attaining or maintaining qualification in the aircraft.
4. Operational support fliers must log primary time to meet the requirement for HDIP. When not performing primary duties, they will log other time.
5. **(Added-AFRC)** For Pararescue, use the following third characters of the flight duty code when required: "T" for mission qualified trainer pararesue and "C" for mission qualified certifier pararesue.

A2.6.7. Standard Training Event Identifiers. Table 2.4. shows the training event identifiers to use for all Air Force personnel.

Table A2.4. Standard Training Event Identifiers.

Identifier	Description
AA01	Qualification Check
AA02	Qualification Check, Simulator
AA11	Instrument Check
AA12	Instrument Check, Simulator
AA21	Combined Qualification and Instrument Check
AA22	Combined Qualification and Instrument Check, Simulator
PP01	Physical Exam
PP11	Physiological Training
PP12	Centrifuge Training
RR01	Records Review
SS01	Basic Survival
WW01	Water Survival

NOTE: Double lettered identifiers identify Air Force specified training events.

Attachment 3**PUBLICATION REQUIREMENTS**

A3.1. This entire attachment is deleted.

Attachment 4

**INSTRUCTIONS FOR USING AND MAINTAINING INDIVIDUAL JUMP RECORD
FOLDER (JRF) AND AF FORM 922, INDIVIDUAL JUMP RECORD**

A4.1. This entire attachment superseded by AFI 11-410.

Attachment 5**INSTRUCTIONS FOR USING AND MAINTAINING THE FLIGHT
EVALUATION FOLDER (FEF)**

A5.1. This entire attachment superseded by AFI 11-202V2.

Attachment 6**PREPARING AERONAUTICAL ORDERS****A6.1. Purpose Explained.** Aeronautical orders (AO) are:

A6.1.1. Published on AF Form 1887, **Request and Authorization for Aeronautical Orders**, or on an approved computer output format to validate individual qualification for aviation and parachutist service; to authorize and direct individual performance of duty that involves frequent and regular participation in aerial flight or parachute duties; and to establish or terminate individual entitlement to aviation career incentive pay (ACIP) and hazardous duty incentive pay (HDIP). Additional instructions for completing the approved computer output format are in AFM 171-190, volume II.

A6.1.2. Maintained in individual flight record folders and provide a complete chronological history of each individual's aviation career.

A6.1.3. Distributed according to **Table A6.2**.

A6.1.4. Completed according to **Table A6.2** through **Table A6.4**. (see **Figure A6.1** for completed sample).

A6.1.5. Authenticated by the wing FMO. This responsibility maybe delegated to a Operations System Management NCO (E-7 or above/civilian equivalent [GS-6]).

A6.2. Aeronautical Orders Publication. Publish aeronautical orders for:

A6.2.1. Officers qualified for an aviation career (restricted to rated officers and officers in flying training leading to award of an aeronautical rating) to:

A6.2.1.1. Start or end the member's requirement to perform operational flying duty.

A6.2.1.2. Direct and record changes to aviation service code (ASC) and incentive pay entitlement.

A6.2.1.3. Establish the transition status code (TSC).

A6.2.2. Members (officer and enlisted) not qualified for an aviation career to:

A6.2.2.1. Establish or terminate member's requirement to perform regular and frequent flight as a crew member or on operational support duties.

A6.2.2.2. Direct and record changes to ASC, and incentive pay entitlement.

A6.2.2.3. Establish or terminate member's requirement to perform parachute jump duties.

A6.2.3. Award basic and advanced authorized ratings and badges. Aeronautical orders that award aeronautical ratings, aircrew member badges, and parachutist ratings are single-action orders.

A6.3. General Instructions.

A6.3.1. The HOSM office prepares aeronautical orders according to this instruction and inputs from units flight managers and commanders.

A6.3.1.1. Number aeronautical orders in sequential order, starting with number one for each fiscal year. Cite, above the heading of the first order of a year, the number of the last order published the previous year.

A6.3.1.1.1. A record set of aeronautical orders contains all orders published during a fiscal year, to include regular, amendment and revocation orders. Each order number must be accounted for, from the first order through the last order published for that fiscal year.

A6.3.1.1.2. A separate file of background material which supports each order's publication must be maintained for each fiscal year. Annotate the background material in the lower right-hand corner to show the order number to which it pertains. In addition, maintain a separate log to account for each order number published.

A6.3.1.1.3. Post each amendment, or revocation to the record set. Post in ink on the left margin of the original order.

A6.3.1.2. Confirm verbal orders (in writing) as soon as possible. Include in the written order the date and by whom the verbal order was issued and, if flying status or aeronautical ratings were affected, a statement why written orders were not issued earlier. For example, "The verbal orders of the commander on (date) are confirmed, circumstances prevented written orders in advance."

A6.3.2. Units may use AF Form 1887 or letter to request actions that originate at the unit level. The unit must complete the proper items and send the form to the HOSM. (When required, the unit routes the form through the MPF for verification (see paragraph [A6.4.](#)).

A6.3.3. The host base administrative office (DA) makes reproduction facilities available for publishing aeronautical orders when these facilities are not available within the HOSM.

A6.3.4. Requests for professional certification to award advanced aeronautical ratings to flight surgeons must be made, using AF Form 1887 as follows:

A6.3.4.1. Complete all items that apply on the form.

A6.3.4.2. Send all required documentation, except the AF Form 1887 (see AFI 11-402) through channels to HQ AFMOA/SGPA or NGB/SGA for ANGUS. **NOTE:** HQ AFMOA/SGPA (NGB/SGA for ANGUS) provides the authorization letter for publication of AO and returns rating package to the HOSM for authentication and publication.

A6.3.5. HOSMs may publish a single aeronautical order affecting several members providing the action is exactly the same for each member. For group orders, mask information protected under the Privacy Act of 1974 (SSNs) to prevent unauthorized disclosure.

A6.3.6. A single aeronautical order may be published directing several actions that pertain to an individual, provided all actions have the same effective and termination dates. (**EXCEPTION:** Aeronautical orders awarding basic or advanced aeronautical ratings or badges do not contain other actions.)

A6.3.7. Use the AF Form 1887 or approved computer-generated form to amend or revoke a previous aeronautical order.

A6.3.7.1. Amend aeronautical orders to correct minor administrative errors (erroneous SSN), improper grade, etc.), if the intent of the original order is unaffected by the correction. The amendment order should contain only the required identifying data and the amended data. Underline amended items. (An amendment makes the amended order read as it should have initially.)

A6.3.7.2. Don't rescind aeronautical orders. Action taken on a later order supersedes only the same item on previous orders. Previously awarded items on an order maintain the same effective date. Example: MSgt Jones', (ASC 9D) aeronautical order (AO) will terminate 1 June 1993. However, MSgt Jones reenlists on 24 May 1993, and is to remain on active flying status. An AO must be printed to reflect the new termination date based on the new DOS, the **effective date of the AO will remain the same** as the AO that placed MSgt Jones on flying status.

A6.3.7.3. Revoke an order when it is void and without effect from the beginning. (A revocation deletes the order from the chronological history in the flight record.)

A6.4. Restrictions on Publication.

A6.4.1. Do not publish an aeronautical order to authorize United States Air Force Reserve (USAFR) or ANGUS personnel to take part in flying activity during short periods of EAD. **EXCEPTION:** Aeronautical orders will be published for USAFR and ANGUS personnel while attending the Flight Screening Program.

A6.4.2. The effective date of an aeronautical order cannot be before the date the member met all eligibility requirements.

A6.4.3. HOSMs will provide the AO to the MPF when the AO terminates aviation service for enlisted aircrew members. The MPF will certify on the AO that the MPF provided the member the required 120-day notification. Receipt of assignment notification documentation from the MPF, as directed by AFI 36-2102, *Preparation of Personnel Selected for Relocation --Base Level Procedures*, constitutes certification and will be noted in remarks of the published order. Place MPFs on distribution for all such aeronautical orders.

A6.4.4. Orders should not be published later than the effective date if the action changes, initiates, or terminates incentive pay entitlement, unless:

A6.4.4.1. The order confirms an ASC change as a result of PCS. In this case, the effective date is the day after the member signs out from the losing organization, as provided by the MPF.

A6.4.4.2. The order involves circumstances where an effective date is established by a directive. Use the directive established date as the aeronautical order effective date and cite the governing directive that applies as authority.

Figure A6.1. Sample Aeronautical Order and Instructions.

REQUEST AND AUTHORIZATION FOR AERONAUTICAL ORDERS							
(If more space is needed, use reverse and identify by flow number)							
1. <input checked="" type="checkbox"/> INITIATE AVIATION SERVICE PERIOD <input checked="" type="checkbox"/> CHANGE AVIATION SERVICE CODE FROM <u>N/A</u> <input type="checkbox"/> AIRCRAFT ASSIGNMENT ACTION (M/T/S) <input checked="" type="checkbox"/> OTHER (Specify): Establishes ASD/TSC				2. ENTITLEMENT STATUS ENTITLEMENT TO <input checked="" type="checkbox"/> ACIP <input type="checkbox"/> HDIP IS <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> TERMINATED <input type="checkbox"/> NOT AFFECTED			
3. THE FOLLOWING INDIVIDUAL(S)							
NAME FREEMAN HARRY M.		GRADE 2nd Lt		SSAN 123-45-6789		ORGANIZATION AND LOCATION 99 FTS (AETC) Columbus AFB MS 39701-5000	
4. REQUIRED TO PERFORM FREQUENT AND REGULAR FLIGHT				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		5. EFFECTIVE DATE	
5. REQUIRED TO PERFORM PARACHUTE JUMP DUTIES				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		7. TERMINATION DATE	
				30 Jun 93		29 Jun 05	
RATED INFORMATION (8-14)							
8. STATUS <input type="checkbox"/> POSSESS(ES) <input type="checkbox"/> IS/ARE AWARDED BASIC <input checked="" type="checkbox"/> IS/ARE IN TRAINING FOR BASIC		A. AERO RATING PILOT		B. ASC 1U		9. AIRCRAFT ASSIGNMENT (M/D/S), FAC, ETC. FAC 7 TSC A	
10. AND POSSESS(ES) ADDITIONAL							
11. IS/ARE AWARDED THE RATING		12. ASD 30 Jun 93		13. OSD 11 May 91		14. OFDA 0	
NON RATED INFORMATION (15-17) (Only flying time logged IAW AFR 60-1 in aircraft authorized in Item 17 is creditable for incentive pay entitlement)							
15. AIRBORNE DUTY/POSITION CODE				16. ASC		17. AIRCRAFT M/D/S	
18. REMARKS Officer is attending course P-V4A-B, Class 94-11.							
19. ORDERS ISSUING/APPROVAL OFFICIAL LORENZO A. TRIBBETT, CMSgt, 99 FTS Stu Sq				20. SIGNATURE <i>Lorenzo A. Tribbett</i>			
21. AUTHORITY AFI 11-402, para 3.4						22. DATE 6 Jul 93	
23. DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE 14 FTW(ATC), COLUMBUS AFB MS 39701-5000				24. AERO ORDER NUMBER 54		25. DATE 12 Jul 93	
26. DISTRIBUTION AA (SEE AFR 10-7)		27. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL FOR THE COMMANDER <i>Dannie L. Sanders</i> DANNIE L. SANDERS, MSgt, USAF Chief, Host Operations System Management					
MPO SECTION							
28. <input type="checkbox"/> ACIP <input type="checkbox"/> HDIP		29. ACTION <input type="checkbox"/> START (01) <input type="checkbox"/> STOP (02) <input type="checkbox"/> REPORT (03) <input type="checkbox"/> CHANGE (04) <input type="checkbox"/> CANCEL (05)		30. EFFECTIVE DATE		31. TERMINATION DATE	
32. DATE		33. MPO CERTIFYING SIGNATURE		34. TRANSACTION NO.		35. ADDN	
				36. TRANSMISSION NO.		37. DROT DATE	

Table A6.1. Instructions for Preparation of the AF Form 1887.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 1	<p>(Initiate Aviation Service Period). When this item is checked for rated officers (except flight surgeons), include in item 14 the total number of months of operational flying as of the effective date of the order(item 6). An aviation service period is initiated on entry into flying training that leads to an aeronautical rating and at each subsequent aviation career phase point (12 and 18 years aviation service).</p> <p>(Change Aviation Service Code From). If member had no aviation service code before the date of this order, enter "NA".</p> <p>(Aircraft Assignment Action). No longer used.</p> <p>(Other). All other reasons for publishing the AO must be specified in the space provided and may be continued in item 18 if necessary. This block must be checked for all nonrated members who enter a course of instruction leading to pilot or navigator rating or being awarded a flight surgeon rating, and the following statement must be entered. "Establishes ASD." When AF Form 1887 is used to amend or revoke a previous AO, the "other" item must be checked, the action taken indicated, and the previous AO number referenced. For example: "Amend AO 322." "Revoke AO 247," etc. Complete item 18 as required. For cadets in special training status enter: "authorized temporary flying duty."</p>
Item 2 - Entitlement Status	<p>An entry is required in this item for all AOs.a. Indicate the type of incentive pay to which the action relates: HDIP or ACIP. Do not check both blocks.b. If the individual's entitlement to incentive pay is affected by publishing the order, so indicate by checking the appropriate block; authorized or terminated.c. Check the "not affected" block when the specific actions on the order do not result in a change in the entitlement status of the individual.</p>
Item 3 - (Name)	<p>Enter the name, grade, SSN, organization, and location for each member affected by the AO. If additional space is required, type "See reverse" under the last name in item 3 and continue on reverse side. The following additional instructions apply:a. All items on the AO except name, grade, and items 6, 7, and 12 through 14 must apply equally to each member listed on the order.b. If items 6, 7, and 12 through 14 apply, enter only one name in item 3, and list the other names and items 7 and 12 through 14 on the reverse side of the order.c. For non-EAD members of the USAFR, enter "USAFR (NON- EAD)" after member's name.d. For group orders, do not include information protected by the Privacy Act of 1974 (i.e., SSNs).</p>
Item 4 - (Required to Perform Frequent and Regular Flight)	<p>Complete on initial assignment to aviation service or duties and for all ASC changes. NOTE: A rated member is required to perform frequent and regular flights as long as a valid rating is held. Item will be marked "NO" only in cases where a member is disqualified or suspended for aviation service.</p>

Item #	Check appropriate blocks(s) and enter information as follows:
Item 5 - (Required To Perform Parachute Jump Duties)	Complete only if parachute jump status changes.
Item 6 - (Effective Date)	This is the effective date of the AO and cannot be before the member meets all eligibility requirements.
Item 7 - (Termination Date)	This is the last day the AO will be effective.a. For rated officers (except flight surgeons) and officers in training that leads to an aeronautical rating, enter the next aviation career phase point; for example, the date the officer will accrue 12 or 18 years of aviation service or the date the officer will accrue 25 years of officer service, whichever occurs first, unless an earlier termination date is known. For officers in entitlement status 4, enter the date the officer will accrue 22 years of officer service.b. For flight surgeons, enter the date officer will complete 25 years of officer service (base date is the officer's OSD).c. For nonrated enlisted members, the termination date will be the date of flying tour completion or the Date of Separation, whichever is earlier. For nonrated officers, the termination date will be the DOS if known. If DOS is not known the termination date will not exceed 3 years. If the member is notified of a follow-on flying assignment, change the termination date to reflect the follow-on assignment flying tour completion.d. For operational support personnel, occasional in flight duty will be on a monthly basis. (Termination will be the last day of month).e. Enter "NA" on all AOs awarding aeronautical ratings or aviation badges, and disqualifying or terminating aviation service.f. For individuals who complete 25 years of officer service, enter the DOS. If indefinite, enter "NA".
Items 8 through 14 - (Rated Information)	Complete, as appropriate, when the order: changes a rated officer's ASC; awards a basic aeronautical rating to a graduate of a flying training course or flight surgeon rating to a graduate of course 50BY9351; or initiates an aviation flying service period for an officer entering undergraduate flying training.a. Item 9. Not Used.b. Item 10. Enter any additional aeronautical rating held even though the officer does not perform duty in that aeronautical career field (a pilot who has a navigator rating, a flight surgeon who has a pilot rating).c. Item 11. Enter the advanced rating awarded and cite the appropriate paragraph in item 21.d. Items 12 and 13. Complete these items only on AOs that first establish an aviation service career; for example, when entering formal training that leads to an aeronautical rating.e. Item 14. Leave blank when the order pertains to flight surgeons or non-rated airborne duties.

Item #	Check appropriate blocks(s) and enter information as follows:
Items 15 through 17 - (Nonrated Information)	<p>Complete if order directs member (rated or nonrated) to perform other than rated airborne duties. For example:</p> <p>a. (Nonrated Officer-Other Than Flying Training Student). In item 15, enter a brief description of the airborne duty or position (for example, weather reconnaissance officer, flight nurse), followed by the appropriate code used to record time on AFTO Form 781, (see Attachment 2, this instruction). Enter ASC in item 16. Leave item 17 blank.</p> <p>b. (Enlisted Crewmembers). Complete items 15 and 16. Leave item 17 blank.</p> <p>c. (Rated Officer). Although performance of non-rated airborne duty may not affect an officer's rated status or pay entitlement, an order is published to authorize and record performance of such duties. Item 16 will be "NA".</p> <p>d. (Cadets in special training status or non-rated members who perform specific official tasks). Enter NA in each item.</p>

Item #

Item 18-(Remarks)

Check appropriate blocks(s) and enter information as follows:

If necessary, continue this item on the reverse of the form.

a. **(Undergraduate Flight Training)**. Include course name, class number or designator, and school location.

b. **(Awarding Aeronautical Rating)**. When awarding a basic aeronautical rating, enter name of course completed, class designation or number, date of completion, and school location.

c. **(For Nonrated Crewmembers, Both Officer and Enlisted, and Members on Jump Status)**. Enter DAFSC. Parachute jumps are authorized from any jump deployable military or military contract aircraft for pay qualification. Item 17 does not apply.

d. **(Initiation or Removal of a Disqualification [Administrative, Medical Disqualification, etc.])**. Enter reason and authority according to AFI 11-402 and this instruction, or if any action was directed or confirmed by HQ USAF. If for medical reasons, enter date of medical incapacitation shown in AF Form 1042.

e. **(Revalidating Flying Status of Rated Officer)**. Include statement that officer's previous aviation service status terminated on (appropriate date) and reason officer is being returned to aviation duty. For example, "Officer is assigned to a position in the Reserve force requiring a rated officer as prescribed by AFI 38-201."

f. **(Disqualification or Requalification)**. Indicate action being taken and reason. For example: (1) Termination of requirement to perform aviation service. State the reason and cite the aeronautical order that previously ordered the member to aviation duties. (2) Disqualification in one or more ratings of dual-rated member. Specify the rated specialty or specialties in which disqualified and the reason. If he or she is to continue an aviation career in another rating, so state. (3) Prohibited from wearing aviation badge. When disqualification results from flying evaluation board (FEB) action that further directed that officer not to be permitted to wear aviation badge, include: "Member is prohibited from wearing the aviation badge." (4) Disqualification for medical incapacitation. Include date of original incapacitation to document that the proper grace period has been given. (5) Removing medical disqualification. Include date member is recertified "medically qualified" and authority.

g. **(Retroactive Orders)**. When date in item 6 is before date of order (item 25), include a statement validating the issuance of a retroactive order.

h. **(Award of Badges)**. Include the statement: "is awarded flight nurse badge, aircrew member badge, advanced aircrew member badge, or parachute badge," citing authority outlined in AFI 11-402. For the basic badge, include name of course, class number and designation, and location of school that qualified the member. For the advanced badge, cite the specific criteria attained that justified the award.

i. **(Changes to Orders)**. If the order amends or revokes a previous order, include a statement of action; including AO number, publishing organization, and date of the order being amended or revoked.

j. **(Cadets in Special Training Status)**. Enter: "The above named individual(s) (is)(are) authorized to participate in flying duties as a cadet observer in a special training status for the duration of the Advanced Training Program."

k. **(Operational Support Members-ASC 9C)**. Includes the statement: "Members ASC will change automatically to "06" the day after AO termination."

Item #	Check appropriate blocks(s) and enter information as follows:
Item 19 and 20 - (Orders Issuing/ Approval Official and Signature)	Designated individual within the unit operations systems management office except as shown in paragraph A6.1.5 , this attachment.
Item 21 - (Authority)	Include letter, message, or appropriate directive with applicable paragraph.
Item 22 - (Date)	Date the AO was requested by the orders issuing or approval official.
Item 23 Through 25	Completed by the authenticating official.
Item 26 - (Distribution)	See Table A6.2 , for distribution.
Item 27 - (Signature Element of Orders Authenticating Official)	Will normally be signed by the Chief, Host Operations System Management Office. This responsibility may be delegated to a Noncommissioned officer in the grade of master sergeant/civilian (GS-6) or above. Waivers to this requirement must be submitted HQ USAF/XOOT.
Item 28 through 32 - (Military Pay Order (MPO) Section)	<p>This section is completed to take an MPO action only after the AO is authenticated. a. Item 28--Check type pay affected by the MPO action.b. Item 29 through 31--Check the appropriate action requested (only one action per form) and enter appropriate date as outlined below: (1) Start--Use effective date block-enter desired start payment. (2) Stop--Use termination date block-enter desired stop date. (3) Report--Use both blocks-enter start and stop dates requested (limited to 1 month). (4) Change--Use effective date of change (usually applies only to crew status changes). (5) Cancel--If MPO cancels an erroneous start, enter in the effective date block the start date of the MPO being canceled. If MPO cancels a stop, enter termination date from MPO being canceled in termination date block. If MPO cancels a MPO report, enter both dates from the report being canceled.</p> <p>NOTE: The termination date (block 31) should be filled out for all MPO actions. This date will be the actual date when incentive pay terminates, if known, or the termination date of the aeronautical order.</p>
Item 32--(Date).	Enter date of request.
Item 33 - (Signature)	FMO or designated representative.
Item 34 Through 37 - (Processing Verification)	After the MPO has been processed by the AFO, verify processing by transcribing the transaction information from the daily record of transactions (DROT) or JUMPS data collection input (JDCI) in these blocks.

Table A6.2. Required Distribution of Aeronautical Orders.

RULE	Explanation
1	Establishes or terminates an aviation career for officers (establishes or terminates an aviation service date). Use distribution code A.
2	Reserved.
3	Applies to officers and affects actions other than those in Rule 1. Use distribution code C.
4	Applies to airmen. Use distribution code D.
CODE#	# of Copies in Parenthesis
A	Individual Unit of Assignment FMO of unit member is assigned to for flying HOSM issuing the order Unit maintaining the member's flight evaluation folder BEMO/EMO of unit to which member is assigned (1) HQ AFMPC/DPMDOM1, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSFR, Denver CO 80280-4100 (1--Non-EAD Air Reserve Component officers only)
B	Reserved
C	Individual (1) Unit of Assignment (1) FMO of unit member is assigned for flying (1) HOSM issuing the order (5) Unit maintaining the member's flight evaluation folder (1) BEMO/EMO of unit to which member is assigned (1) HQ USAF/DPG, Washington DC 20330-1040 (1--General Officers only) HQ AFMPC/DPMDOM1, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSMD, Denver CO 80280-4400 (1--Non-EAD Air Reserve officers only) MPF/DPM (2) (See Note 4)
D	Individual (1) Unit of Assignment (1) FMO of unit member is assigned to for flying (1) HOSM issuing the order (5) Unit maintaining the member's flight evaluation folder (1) BEMO/EMO of unit to which member is assigned (1) MPF/DPM (3) (See Note 4) HQ AFMPC/DPMDOM1, Randolph AFB TX 78150-4723 (1--Active Duty only) (See Note 5) HQ ARPC/DSMD, Denver CO 80280-4400 (1-ARC only) (see Note 5)

NOTES:

1. At least one of the distribution codes must be shown on the order. Additional coded distribution will be shown as "plus;" for example, "A plus D."
2. In all cases, each individual must receive one copy. For the remaining distribution, increase the number of copies if the order applies to more than one individual. For example, the host FMO gets 20 copies if the order is for four individuals.
3. Enclose all orders imposing or revoking a suspension in a US Government Messenger Envelope or a sealed envelope, before placing it in distribution channels.
4. Only forward orders disqualifying an individual from aviation service or removing one from parachute jump status.
5. Forward orders awarding the aircrew member badge and orders that medically or permanently disqualify for aviation service only.

Table A6.3. Items to Complete on AF Form 1887, Rated Members.

If the rated member's duty will be	RULE					
	1	2	3	4	5	6
	and the AO will make the member's status					
	Active					Inactive
	Career	Flying	Student	Support	Parachutist	
A. Aircrew Member	Yes		Yes			Yes
B. Flight Surgeon	Yes					
C. Nonrated Duty		Yes		Yes	Yes	
then complete AF Form 1887						
D. Item 5, required to perform parachute duties					X	X
E. Items 8-14, Rated Information (N/A for Flight Surgeons)	X			X		X
F. Items 15-17, Nonrated Information		X		X		
G. Item 18, Remarks			X	X	X	X
H. Item 21, Authority			X		X	X

Table A6.4. Items to Complete on AF Form 1887, NonRated Members.

If the member's duty will be	RULE				
	1	2	3	4	5
	and the AO will make the member's status				

	Active				Disqualified or Terminated
	Flying	Student	Support	Parachutist	
A. Aircrew Member	Yes	Yes			Yes
B. Operational Support			Yes	Yes	
then complete AF Form 1887					
C. Item 5, required to perform parachute jump duties				X	X
D. Items 15-17, Nonrated Information	X	X	X	X	
E. Item 18, Remarks	X	X	X	X	X
F. Item 21, Authority		X	X		X

Attachment 7

TEXT OF EMC 96-1 AND IC 97-1

EMC 96-1

4.3.2.1. MAJCOMs will develop theater indoctrination training and ensure aircrews are trained for specific theater flight operations.

IC 97-1

SUMMARY OF REVISIONS

This interim change (IC) 97-1 consolidates guidance previously released via messages during the period that interim changes were not allowed; updates the guidance for orientation flights (1.9.3.7.); adds a consolidated matrix of approval authorities for orientation flights and public affairs travel (Table 1.1.); provides guidance for commanders and key supervisors who are qualified in one type aircraft, but have other types assigned to their units, to fly in a primary crew position in assigned aircraft in which they are not qualified in observer status (3.7.1); and fixes a typographical error (table 7.1). The following messages are incorporated into this IC:

- AF/XOO 081455Z May 96 Decentralized Approval of AF Orientation Flight Program
- AF/XO 291500Z Aug 96 Requirements for Pilots in Dual Controlled Aircraft and General Officer (GO) Flying
- AF/XOO 091400Z Oct 96 Clarification of AF/XO Message Regarding Pilots in Dual Controlled Aircraft and UH-1 Helicopter Operations
- AF/XO 311200Z Oct 96 Retransmission of AF/XO 291500Z Aug 96 Message (NOTAL)
- AF/XOO 282200Z Jan 97 Exception to AFI 11-401, Para. 1.12.2 (NOTAL)
- AF/XOO 031200Z Feb 97 Annual Orientation Flight Report

A | indicates revisions from the previous edition.

1.9.3.7. Conduct the Air Force Orientation Flight and Public Affairs Travel Programs according to DoD 4515.13-R, *Air Transportation Eligibility*; AFI 35-201, *Community Relations*; AFI 35-206, *Media Relations*; this instruction; and MAJCOM guidelines. Table 1.1. is a consolidated matrix of approval authorities for orientation flights and public affairs travel.

1.9.3.7.1. Orientation flights are defined as “continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin.” MAJCOM commanders are the approval authority for waivers allowing “point-to-point” orientation flights.

1.9.3.7.2. CSAF or SecAF are the approval authorities for orientation flight and public affairs travel participant categories not otherwise listed in Table 1.1. Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, chapter 10, paragraph B.

1.9.3.7.3. The USAF conducts orientation flights to reward and motivate individuals (incentive orientation flights only), ensure a better understanding of a particular weapon system and its role, or when the flight is determined to be in the best interest of the USAF. There are four types of orientation flights:

1.9.3.7.3.1. Incentive Flights. Providing a visible reward to military personnel for outstanding service and to motivate others to similar performance levels.

1.9.3.7.3.2. Distinguished Visitor (DV) Flights. Displaying USAF weapons systems to individuals so they gain a better understanding of the particular mission.

1.9.3.7.3.3. Familiarization Flights. Familiarizing individuals who normally have aviation-related responsibilities with USAF aircraft and missions.

1.9.3.7.3.4. Spouse Orientation Flights. Familiarize military spouses with the unit aircraft and mission so as to enhance their understanding of the military members role and contribution to the Air Force mission. Spouse orientation flights will be limited to retention and recruitment of critical skills and will not be expanded to an all skills, service-wide program. These flights must adhere to the following:

1.9.3.7.3.4.1. Will be provided within approved flying hour programs.

1.9.3.7.3.4.2. Will not use aircraft that require routine oxygen breathing equipment, are equipped with ejection seats, or have automatic escape devices that require special training.

1.9.3.7.3.4.3. Simulated emergency procedures, unusual attitudes, touch-and-go landings, minimum altitude, terrain following profiles, and airdrop missions are prohibited.

1.9.3.7.3.4.4. A qualified pilot will occupy either the pilot or copilot seat throughout the flight. Under no condition will a spouse be given control of the aircraft. The aircraft commander will brief this restriction prior to each mission.

1.9.3.7.4. MAJCOMs, ANG, FOAs, and DRUs will administer this program according to DoD 4515.13-R and the above guidelines. For approval authorities in Table 1.1., ANG will use equivalent positions, as appropriate.

1.9.3.7.4.1. Maintain appropriate documentation on activity levels and periodically evaluate the program effectiveness.

1.9.3.7.4.2. Submit an annual Orientation Flight Report to HQ USAF/XO/XOO summarizing orientation flights for the following categories: US Federal Government officials, foreign government officials, foreign military (Brigadier General (equivalent), and above), and waivers allowing "point-to-point" orientation flights. For each orientation flight, provide the individual's name, position, type aircraft, and date of flight. In addition, for point-to-point waivers, also provide departure base, destination base, and reason flight was not done within the local flying area. This report will be due 31 October and include activity from the previous fiscal year.

1.9.3.7.4.3. Requests for orientation flight support from other MAJCOMs will be sent to the supporting MAJCOM DO for staffing and approval.

1.9.3.7.5. MAJCOMs and ANG will ensure foreign disclosure requirements concerning visit authorizations and disclosure of USAF information are satisfied for foreign national orientation flights within their area of responsibility according to AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*.

1.9.3.7.6. MAJCOMs, ANG, FOAs, and DRUs will forward copies of their supplements to the orientation flight program to HQ USAF/XOOT.

1.9.3.7.7. The USAF conducts Public Affairs travel and orientation flights for prominent US citizens, civic leaders, news media representatives, etc. See DoD 4515.13-R, AFI 35-201 and AFI 35-206 for additional guidance. Table 1.1. contains approval authorities for various categories of Public Affairs travel.

1.9.3.7.8. DELETED.

1.9.3.7.9. DELETED.

1.12. Requirements for Pilots in Dual-Controlled Aircraft:

1.12.1. Every flight in dual-controlled aircraft requires two pilots with current qualification in the type aircraft being flown. Anytime an individual not fully qualified in the specific type aircraft (mission design series) being flown occupies a pilot's seat (with a set of controls), a current and qualified instructor pilot will occupy the other seat. **EXCEPTIONS:**

1.12.1.1. If operational or command mission requirements dictate that these requirements are not practical.

1.12.1.2. To accommodate training programs for checkout or continuation programs.

1.12.1.3. If the crew composition requires another rated specialty (such as a weapons system officer).

1.12.1.4. To accommodate established programs (for example, indoctrination and orientation programs).

1.12.1.5. Flight surgeons and MAJCOM-designated Flight Test Engineers who take part in flights in dual-controlled aircraft.

1.12.2. At no time will an individual who is not fully qualified in the specific type aircraft being flown occupy any pilot's seat (with a set of controls) with passengers on board the aircraft. **EXCEPTIONS:**

1.12.2.1. To accommodate training objectives required by formal training programs. This exception allows passengers, when they are an integral part of the overall mission being performed (e.g., pararescue, Rangers, CCT, SEALs, etc.) and their presence is required by the training syllabus, to be on board the aircraft. During such times, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2. UH-1 helicopters may be operated with a single pilot on passenger-carrying missions when operational or command mission requirements dictate that two pilots are not practical, and according to the Dash 1 for IMC/VMC flight.

3.7.1. Logging Flying Time by Rated Officers Who are Qualified in One Aircraft and Not Other Types of Aircraft Assigned to Their Units. Commanders and key supervisors (RPI-6 and RPI-8) who are qualified and maintain currency in one type aircraft, but have other types assigned to their units, may be authorized to fly in a primary crew position in assigned aircraft in which they are not qualified in observer status. When flying in observer status, the crew member will log an "O" or "X" as per Table A2.3., Flight Authorization Duty Codes. Flying time flown in "O" or "X" status does not entitle the member to OFDA credit, ACIP or HDIP.

4.2.2. Completing formal flying training courses (AFCAT 36-2223) is the preferred method for qualifying personnel in a specific aircraft and assigned mission. If such courses are not available or attendance is not considered practical, train aircrews according to Air Force or MAJCOM aircrew training directives. Special recurring flying training acquired by contract is governed by AFI 36-2202, *Special Training*.

NOTE: General officers must complete a formal training course qualification program before flying an aircraft with passengers on board (exceptions to this policy must be approved by HQ USAF/XO).

Table 1.1. Orientation Flight (Note 1) and Public Affairs Travel Approval Authorities.

L I N E	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
1	Distinguished Visitor (DV) orientation flight	Members of the Congress or their staffs (note 2)	SECAF via SAF/LL
2		Federal and foreign government officials	MAJCOM/CC (notes 3, 4, 5)
3		US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander	Overseas MAJCOM/CC (notes 3, 5)
4	Familiarization orientation flight	Foreign nationals (working for the DoD), when in the commander's overseas area of responsibility, and when the commander has determined that the flight is in the primary interest of the DoD. (Ref. DoD 4515.13-R, Chapter 10, para. G.2.) (note 6)	
5		Foreign civilians (Ref. DoD 4515.13-R, Chapter 10, para. E3a(2)) (note 6)	SECAF
6		Foreign military (Brigadier General (equivalent) and above or civilian equivalents) (note 6)	MAJCOM/CC (notes 3, 4, 5)
7		Foreign military (Brigadier General (equivalent) and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (note 6)	HQ USAF/XOO
8		Foreign military (Colonel (equivalent) and below or civilian equivalents) (note 6)	MAJCOM/FOA/DRU/CC (note 3) (may be delegated to NAF/CC and Center/CC)
9		Foreign military during participation in exercises sponsored or directed by CJCS, unified commanders, and USAF component commanders of unified commands, which include combined operations of US and foreign forces. (Ref. DoD 4515.13-R, chapter 2, para. B.8.f.) (notes 6, 7) (note 1 N/A)	MAJCOM/CC (note 3)
10		Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training. (Ref. DoD 4515.13-R, chapter 2, para. B.8.b. and c. and AFI 11-401, para. 1.14.2.) (note 6) (note 1 N/A)	Applicable Training Unit Commander

L I N E	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
11	Familiarization orientation	Foreign military not listed above. (Ref. AFI 11-401, para. 1.17.) (note 6)	HQ USAF/XOO
12	flight (<i>Continued</i>)	US citizens, when in direct support of the approving command. (Ref. DoD 4515.13-R, Chapter 10, para. E.3.a.) (note 8)	MAJCOM/CC (notes 3, 4)
13		Active-duty and Air Reserve Component (ARC) military (all grades) and DoD civilian equivalents (all grades)	MAJCOM/DO (notes 3, 9) (may be delegated but not lower than WG/CC or equivalent level)
14		Service Academy and ROTC cadets and midshipmen (note 10)	
15		Junior ROTC, Civil Air Patrol, Explorer Scouts	
16		FAA employees (comply with DoD 4515.13-R, Chapter 4, para. C.6.)	
17		Civilian employees of DoD contractors (note 11)	
18	Incentive orientation flight	USAF active-duty and ARC military members	MAJCOM/DO (notes 3, 9) (may be delegated but not lower than WG/CC or equivalent level)
19	Spouse orientation flight	Spouses of US active-duty and ARC military members	
20	Point-to-point orientation flights		MAJCOM/CC (notes 3, 4, 5)
21	Public Affairs travel and orientation flights	News media (local/regional representatives)	Local travel (note 12) WG/FOA/DRU/CC (notes 14, 15)
22			Non-local travel (note 13) MAJCOM/CC (notes 3, 4) and OASD/PA (coordinate request for OASD/PA approval through SAF/PA)
23		News media (national/international representatives)	Local travel (note 12) MAJCOM/CC (notes 3, 4, 15, 16)

L I N E	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
24	Public Affairs travel and orientation flights (Continued)	News media (national/international representatives) (Continued)	Non-local travel (note 13) MAJCOM/CC (notes 3, and OASD/PA (coordinate request for OASD/PA approval through SAF/PA)
25		Community Relations (local individuals): civic leaders; community youth programs (note 17); US citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (note 18)	Local travel (note 12) WG/FOA/DRU/CC
26			Non-local travel (note 13) MAJCOM/CC (notes 3, 4)
27		Community Relations (non-local individuals): civic leaders; community youth programs (note 17); US citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (note 18)	MAJCOM/CC (notes 3, 4)
28	All other orientation flights and public affairs travel	Not listed above	CSAF or SECAF (note 19)

NOTES:

1. "Orientation flights" are defined as "continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin."
2. Requests for point-to-point travel must be specifically addressed and approved by SecAF. Retiring Members of the Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Legislative Affairs (ASD(LA)). (Ref. DSD Memo, 23 Dec 96.)
3. When aircraft are "chopped" or assigned to a gaining Commander in Chief (CINC), approval authority will be the Commander Air Force Forces (COMAFFOR) or Theater Special Operations Command (SOC) commander.
4. Superintendent approval authority for USAFA.
5. Inform AF/CC/XO/XOO, if approved.

6. Flights requiring access to classified or sensitive unclassified information also require approval from the cognizant foreign disclosure office.

NOTES (Continued)

7. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.

8. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.

9. 34 TRW/CC approval authority for USAFA.

10. For foreign students enrolled in Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.

11. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract. If not otherwise specified in the government contract, point-to-point orientation flights require MAJCOM/CC approval. (Ref. DoD 4515.13-R, Chapter 2, para. B.9.b.)

12. DoD 4515.13-R, Chapter 3, defines local travel as travel which can be considered local with respect to distance from the DoD Component Headquarters, or installation concerned, and to the scope of interest in the public affairs program involved.

13. DoD 4515.13-R, Chapter 3, defines non-local travel as:

a. Travel from one country to another.

b. Travel outside the geographic area of responsibility of the command originating the travel request.

c. Travel which cannot be considered local due to the expanded scope of interest in the public affairs program involved, distance of travel, or the distance from the DoD Component Headquarters, or installation, requesting the travel.

14. Inform MAJCOM/PA.

15. Tenant unit Wing/FOA/DRUs will coordinate with host installation PAO and commander.

16. Inform SAF/PA.

17. Eligible categories of community youth programs (and charitable organizations) (Ref. DoD 1100.20, Support and Services for Eligible Organizations and Activities Outside the Department of Defense, Enclosure 2, paragraph 4.b. and Section 508 of title 32, United States Code) include: Boy (Girl) Scouts of America, Boys (Girls) Clubs of America, Young Men's (Women's) Christian Association, Civil Air Patrol, United States Olympic Committee, Special Olympics, Campfire Boys (Girls), 4-H Club, and Police Athletic League. For orientation only, not point-to-point. Parental and/or guardian permission is required and must be approved by SAF/PA.

18. Travel which is designed to improve relations, increase good will, or serve humanitarian purposes does not meet the criteria.

19. Requests for exception to policy must be submitted according to DoD 4515.13-R, Chapter 10, para. B.

Table 7.1. Maximum Flight Duty Periods (Hours).

Type Aircraft	Basic Aircrew	Augmented Aircrew
Fighter, Attack, or Reconnaissance (Single Control)	12	
Fighter, Attack, or Reconnaissance (Dual Control)	12	16 (Note 1)
Bomber or Reconnaissance (Single Control)	12	
Bomber or Reconnaissance (Dual Control)	24	30
Transport	16 (Note 2)	
Transport (Sleeping Provisions)	16	24
Tanker	16	
Tanker (Sleeping Provisions)	16	24
Trainer	12	16 (Note 1)
Rotary Wing (without Auto Flight Control System)	12	14 (Note 1)
Rotary Wing (with Auto Flight Control System)	14	18 (Note 1)
Utility	12	18 (Note 1)

NOTES:

1. Applies when basic aircrew requires only one pilot and a second qualified pilot (includes pilots enrolled in a formal AFCAT 36-2223 aircrew training course) is designated an aircrew member to augment pilot duties. Rotary wing with automatic FCS that requires a basic aircrew of two pilots may be augmented by a third pilot.
2. For the purpose of this paragraph, the T-43 and the T-39 may be considered a transport.

Attachment 8

IC 98-1 TO AFI 11-401, FLIGHT MANAGEMENT

IC 98-1 TO AFI 11-401, FLIGHT MANAGEMENT

29 JULY 1998

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 98-1 which establishes suspenses to pick up and turn in flight records and medical records during PCS moves (1.5.4., 1.5.6. and 1.5.7.); establishes a three day suspense to issue follow-on written confirmation of a commander's verbal flight authorization and requires commissioned supervisory personnel to sign flight authorizations (1.8.); deletes the requirement for an annual Orientation Flight Report (1.9.3.7.4.2.); provides an exception to the requirements for pilots in dual-controlled aircraft allowing unqualified pilots to fly, for purposes of training, when mission essential ground personnel (MEGP), are on board the aircraft (1.12.2.2.); allows passengers and/or MEGP to occupy the copilots seat on UH-1 helicopters (1.12.2.3.); restricts the use of Flying Activity Code (FAC) 6 to 180 days or less (2.8.2. and Table 2.2.); restricts the period an individual can be assigned to Flying Status Code (FSC) "S" to 180 days (Table 2.5.); adds a provision for graduates of military test pilot school to log primary flight time while actively flying qualitative or approved short-term aircraft tests or evaluations (3.3.1.); adds night vision goggle (NVG) time as a flight condition to be logged on the AFTO Form 781 (3.4.4.); adds the requirement for MAJCOMs to submit Quarterly NAF/CC Flying Hour Reports (3.13.); updates the list of AF forms prescribed by this instruction 3.14.(); identifies "PA Vol II" as the reference to find the Program Element Identifier (PEID) (A2.3.4.3.); modifies AFTO Form 781 to include a block to log NVG time (Table A2.1.); and adds Figure A2.1., Sample AFTO Form 781, which was inadvertently deleted during IC 97-1 (Figure A2.1.). Due to publication of AFI 11-202V1, *Aircrew Training*, 1 Dec 97; AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, 12 May 98; and AFI 11-202V3, *General Flight Rules*, 1 Jun 98; this change deletes the following guidance from AFI 11-401: Performance of Pilot Duties by General Officers (1.13.), Aircrew Training Program (Chapter 4), and portions of Aircrew Requirements (Chapter 5), which are superseded by Volume 1; the remaining portion of Aircrew Requirements (Chapter 5), Aircrew Evaluation Program (Chapter 6), Flight Evaluation Folder (FEF) instructions (Attachment 5), and AFI 11-408, which are superseded by Volume 2; Crew Rest and Flight Duty Limitations (Chapter 7), which is superseded by Volume 3; and Jump Record Folder (JRF) instructions (Attachment 4), which is superseded by AFI 11-410, *Personnel Parachute Operations*. See Attachment 8 for the complete text of IC 98-1. A | indicates revisions from the previous edition.

1.5. Responsibilities of Personnel. Fliers and parachutists must:

1.5.1. Comply with this instruction.

1.5.2. Effectively and safely use flying resources available to them.

1.5.3. Validate during the annual flight or jump records review their record of flying or jump accomplishments during the previous year.

1.5.4. Make sure the Host Operations Systems Management (HOSM) Office maintaining their Flight Records Folder (FRF) or Jump Record Folder (JRF) is aware of any impending permanent change of station (PCS) move. The HOSM must know the proposed departure date, date of last flight before departure, and date the individual will pick up the FRF or JRF at least five days prior to departure.

1.5.5. Pick up their FRFs or JRFs before departing for PCS or a flying temporary duty (TDY).

1.5.6. Turn in their FRFs or JRFs to the proper HOSM office within 10 workdays after arriving at a new duty station. This also applies to aircrew members assigned to inactive flying positions.

1.5.7. Turn in their medical records to the flight surgeon's office within 10 workdays after arriving at new duty station and complete initial clearance prior to first flight/jump.

1.8. Aircraft Flight Authorizations. Commanders issue written authorizations documenting Air Force aircraft flights. If forms are required for this process, follow AFI 37-160V8, *The Air Force Publications and Forms Management Program - Developing and Processing Forms*. A commander's verbal authorization may direct aircraft flight only when time constraints or administrative procedures prevent written authorization. Issue follow-on written confirmation of this order within three workdays. NOTE: Only commissioned supervisory personnel (e.g., CC/DO/SOF/Flight Commanders) may sign flight authorizations.

1.8.1. The flight authorization, as a minimum, must include:

1.8.1.1. A designated pilot-in-command or formation flight leader of each flight or flight element.

1.8.1.2. Name, grade, and crew position of each aircrew member.

1.8.1.3. Type, serial number, call sign of aircraft or formation and mission symbol.

1.8.1.4. Place from which the flight will depart plus "on-or-about" departure date.

1.8.1.5. An itinerary and the phrase "Variations in itinerary authorized."

1.9.3.7.4.2. DELETED.

1.12. Requirements for Pilots in Dual Controlled Aircraft.

1.12.1. Every flight in dual-controlled aircraft requires two pilots with current qualification in the type aircraft being flown. Anytime an individual not fully qualified in the specific type aircraft (mission design series) being flown occupies a pilot's seat (with a set of controls), a current and qualified instructor pilot will occupy the other seat. **EXCEPTIONS:**

1.12.1.1. If operational or command mission requirements dictate that these requirements are not practical.

1.12.1.2. To accommodate training programs for checkout or continuation programs.

1.12.1.3. If the crew composition requires another rated specialty (such as a weapons system officer).

1.12.1.4. To accommodate established programs (for example, indoctrination and orientation programs).

1.12.1.5. Flight surgeons and MAJCOM-designated Flight Test Engineers who take part in flights in dual-controlled aircraft.

1.12.2. At no time will an individual who is not fully qualified in the specific type aircraft being flown occupy any pilot's seat (with a set of controls) with passengers on board the aircraft. **EXCEPTIONS:**

1.12.2.1. To accommodate training objectives required by formal training programs. This exception allows passengers, when they are an integral part of the overall mission being performed (e.g., pararescue, Rangers, CCT, SEALs, etc.) and their presence is required by the training syllabus, to be on board the aircraft. During such times, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2. In order to accommodate training objectives, unqualified pilots, who are authorized to obtain and maintain qualification in a particular mission design series (MDS) aircraft, may occupy a pilot's seat

for purposes of conducting training when mission essential ground personnel (MEGP) are on board the aircraft (MEGP are as defined by MAJCOM in MAJCOM supplements to this instruction), and:

1.12.2.2.1. The MEGP perform unique support duties directly related and essential to the particular aircraft or mission being flown, e.g., a flying crew chief or security team required to guard the aircraft at enroute or destination stops.

1.12.2.2.2. MEGP status is granted by the OG/CC (or equivalent) with operational control of the aircraft being flown.

1.12.2.2.3. During such times, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2.4. This guidance does not apply to pilots not authorized to obtain and maintain qualification in the applicable aircraft, e.g., indoctrination and orientation flyers. MEGP may only fly on aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R.

1.12.2.3. UH-1 helicopters may be operated with a single pilot on passenger-carrying missions when operational or command mission requirements dictate that two pilots are not practical, and according to the Dash 1 for IMC/VMC flight. In addition, the copilot seat may be used for passengers and/or MEGP as defined and directed by MAJCOM. Under no circumstances will a passenger or MEGP be given control of the aircraft with other passengers or MEGP on board.

1.13. DELETED. (Superseded by AFI 11-202V1, paragraph 2.8.)

Table 2.2. Flying Activity Codes (FAC).

Flying Activity Codes (FAC)	Explanation
1	Force. Officers in RPI 1, 2, 5, or 7 coded positions not associated with formal flying training.
2	Instructors, supervisors, and students (RPI 1, 2, 6, or 8) assigned to fly "TF" coded aircraft or training aircraft assigned to Formal Training Units or equivalent
3	Operational Supervisor. Officers in RPI 6, 7, or 8 coded positions not associated with formal flying training who actively fly
4	Rated Supervisor. Officers in RPI 3 or 4 coded positions assigned and performing aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
5	Officers not assigned to a rated position who perform aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
6	Excepted Assignment. Officers not eligible for FAC 1 through 5, whose current assignments require active temporary (180 days or less) flying. HQ USAF/XOO approves the use of this code.
7	Inactive. Officers in inactive status.
8	Inactive. Officers performing inflight nonrated duties.
9	Other. Reserved for use only when directed by HQ USAF.

Table 2.5. Flying Status Code (Qualified Active and Inactive Flier) (See Note 1).

A	Active-Operational Flying. A rated officer assigned to operational flying duties (excluding Undergraduate Flying Training students).
C	Active-Operational Support (Noncrew member). An individual, other than a rated officer or authorized nonrated aircrew member, who performs frequent and regular aerial flight.
D	Active-Nonrated Aircrew Member. A nonrated member (other than Air Weapons Controllers) ordered to perform aircrew duties authorized in AFI 65-503.
E	Active-Parachutist. A nonrated individual ordered to perform parachute jump duty.
G	Active-Grounded. An officer assigned to operational flying duties not involving flying for a period anticipated to last over 30 days. Assignment to FSC G will not preclude the individual from reassigning the individual FSC S when appropriate. (See Note 2)
J	Inactive-Restricted. An aircrew member restricted from active flying while assigned to nonoperational flying positions.
K	Inactive-Lack of Support Capability. A rated officer who is not flying due to lack of support capability.
L	Inactive-School (Academic). A crew member assigned to a course of instruction of 90 days or more which does not involve flying.
P	Inactive-Separated. A rated officer removed from an active flying position on separation. (See note 2)
S	Inactive-Nonperformance. A rated officer assigned to operational flying duties who did not perform required OFDA duties (must have MAJCOM approval, if individual remains in "S" status for longer than 180 days (except if member is DNIF)).
T	Inactive-Indoctrination Flier. A rated incumbent in a nonoperational flying position approved to fly as an indoctrination flier. Authorized 24 mission days per fiscal year.
U	Active-Flying Training Student (Undergraduate). An officer undergoing flying training leading to the award of an aeronautical rating.
W	Active-Nonrated Air Weapons Controller. Nonrated officers who hold DAFSC 13BX and assigned to flying duties aboard E-3, E-8, EC-130, E-2C, P-3, or NATO AWACS aircraft.
X	Active-Pipeline. An undergraduate flying training graduate from the date of graduation from pilot, navigator, or observer training until the sign-in date at the operational duty assignment following completion of formal (AFCAT 36-2223) primary aircraft training.

NOTES:

1. The FSC indicates if a member is assigned to an active or inactive flying position and the reason for inactivity. Rated members assigned to mandatory rated flying duties must fly in an active status if otherwise qualified. If the commander determines that no flying support capability exists for these officers, assign them an inactive FSC. All rated aircrew members assigned to nonflying duties or nonrated flying

are restricted from active rated flying. MAJCOMs assign support flying priorities according to paragraph 2.8. when adequate resources are lacking.

2. AFORMS automatically generates an FSC change for ASCs G and P.

2.8.2. If special circumstances require active temporary (180 days or less) flying that is not according to paragraph 2.8.1., HQ USAF/XOO may approve exceptions on an individual case basis (FAC 6).

3.3.1. Primary Flight Time. Time logged by a member occupying a designated duty station and actively performing the duty associated with the aircrew specialty. Only qualified aircrew members or aircrew members obtaining qualification in the aircraft can log primary time. **EXCEPTIONS:**

- Members in inactive status who are authorized to fly under the provisions of paragraph 2.15. should only log primary time when actually controlling the aircraft.
- Pilots who maintain qualification in single-place aircraft when completing instrument training or the instrument flight check in similar dual-place aircraft.
- Graduates of a military test pilot school (Air Force Test Pilot School, Navy Test Pilot School, etc.) are considered qualified and may log primary flight time using FP, FN, or FW as the flight authorization duty code while actively flying qualitative or approved short-term aircraft tests or evaluations. This does not authorize Test Pilot School graduates to perform duties on other missions requiring qualified aircrew members at the controls of the aircraft (i.e., functional check flights, etc.).

3.4.4. Night Vision Goggle Time. The portion of time logged by an individual wearing night vision goggles.

3.13. Quarterly NAF/CC Flying Hour Report. MAJCOMs will submit Quarterly NAF/CC Flying Hour Report (RCS: HAF-XOO(Q)9724) via message to HQ USAF/XO, with HQ USAF/XOO/XOOT as message info addressees, by the 15th of the month following each calendar quarter. This report is designated emergency status code C-3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible. Discontinue reporting during MINIMIZE. The report will include the following:

3.13.1. Name/position.

3.13.2. Primary assigned aircraft (PAA).

3.13.3. Primary/secondary flight hours in PAA.

3.13.4. Evaluator hours in PAA.

3.13.5. Number of PAA sorties.

3.13.6. Total flying hours/sorties in all aircraft.

3.13.7. NAF/CC primary aircraft flight examiner status (Yes or No) - Yes indicates the NAF/CC is flight examiner certified in his/her PAA according to AFI 11-202, Volume 2.

3.14. Forms Prescribed. AF Form 3520, Air Crew/Mission Flight Data Extract.

Chapter 4. DELETED. (Superseded by AFI 11-202V1.)

Chapter 5. DELETED. (Superseded by AFI 11-202V1 and V2.)

Chapter 6. DELETED. (Superseded by AFI 11-202V2.)

Chapter 7. DELETED. (Superseded by AFI 11-202V3, chapter 9.)

A2.3.4.3. Provides to each pilot in command of a flight, using flying hours allocated to that unit, the Program Element Identifier (PEID) to be entered in item 8 of the AFTO Form 781. The PEID can be found in PA Vol II for each aircraft. This ensures that the hours are reported by the proper program.

Table A2.1. AFTO Form 781 Entries According to TO 00-20-5.

Item	Enter
2	MDS designator from AFTO Form 781F, item 3.
3	Full aircraft serial number (year and six digits).
4	Organization to which the aircraft is assigned. Show command designation in parentheses (for example, 388 FW (ACC) and the four-letter code of HOSM which serves that organization (obtain from the unit operations). Use the HOSM which processes and files the original forms.
5	The base of the unit of aircraft assignment.
AFTO Form 781 Entries the Pilot in Command Certifies	
1	Date. Use numerical digits for year, month, and day. The date must be the Greenwich Mean Time (GMT) date.
6	Mission number assigned for this leg of the mission (MAJCOM option).
7	Authorized mission symbol for each flight. Fliers may enter all flights on the same GMT date on a single AFTO Form 781.
8	PEID. Supplied by unit operations for each flight.
9	International Civil Aviation Organization (ICAO) code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL."
10	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL."
11	24-hour GMT clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll.
12	24-hour GMT clock time. The landing is when the aircraft is on the ground after being airborne and any of the following conditions occur: a. The engines are stopped and the shutdown occurs at or before 5 minutes after touchdown. b. The aircraft has been on the ground for 5 minutes after touchdown. However, a series of practice landings is considered as one flight and this information does not apply. c. A change is made in the crew which adds a crewmember. NOTE: When a flight starts before 2400 GMT and ends after Zulu midnight (2400Z), record and report the flight on the date of takeoff. A separate AFTO Form 781 is not necessary.

Item	Enter
13	Subtract takeoff time from landing time, convert to hours and tenths, and enter the result. The conversion table for minutes to tenths of an hour is on the reverse of the form.
14	Number of touch-and-go and full-stop landings, and the total of both.
15	Number of sorties accomplished on each flight. A sortie covers a flight from first take off to final landing. However, if any flight entry is split, the sortie must be recorded on the flight that lists the actual point of final landing.
16	Specified by MAJCOM.
17	Unit designated to perform this mission (MAJCOM option).
TOTALS	Total flight time, landings, and sorties at the end of the mission or day.
18	Four-digit unit number of the organization to which the crewmember is assigned for flying. Use leading zeros when the unit number has fewer than four digits.
19	SSN of the crewmember. Any error in this entry will result in time being lost or credited to another crewmember.
20	Crewmember's last name (printed).
21	Flight Authorization Duty Code assigned on the Flight Authorization to the crewmember for this mission. This code may be lower but not be higher than the individual's Aircrew Certification Code (Table A2.3.).
22-27	Times in hours and tenths for each category as defined in this instruction, Chapter 3 . The total time in item 27 cannot exceed the grand total in item 13 column and total of items 22 through 26 cannot exceed item 27.
28	Total number of sorties for this crewmember. This entry is normally the total of item 15 column.
29-31	Hours and tenths of time performed in night, instrument, or simulated conditions, as defined in this instruction, Chapter 3 .
32	Hours and tenths of time performed while wearing night vision goggles.
33	Air Reserve Component Flight Duty Status Code for the crewmember, if applicable. If used: 1=Active Duty, 2=Inactive Duty, 3=Flying Training Period, 4=Civilian Technician.
34	Initials of maintenance personnel at the debriefing who reviewed the form and the MMICS/CAMS Identifier for the aircraft entered in item 35.
35	Supplied at maintenance debriefing. This entry will be used to send the aircraft flying time update to MMICS/CAMS from AFORMS (if used).
36	Initials of the pilot in command who certifies form accuracy.
37	Initials of the unit operations officer or operations technician who verifies the accuracy and legibility of the form prior to entry into the data system.

Item	Enter
38	Six-digit date, local time of input, signature, grade, and remote terminal device identifier. The AFORMS input operator completes this item. Use this information to audit and troubleshoot data entries into AFORMS.

Figure A2.1. Sample AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document.

Attachment 4. DELETED. (Superseded by AFI 11-410.)

Attachment 5. DELETED. (Superseded by AFI 11-202V2.)

Attachment 9

INTERIM CHANGE 99-1 TO AIR FORCE INSTRUCTION 11-401

IC 99-1 to AFI 11-401, Flight Management

6 JANUARY 1999

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 99-1 which establishes a requirement to coordinate with SAF/IA, in order to determine political sensitivities, before approving foreign national orientation flights (**Table 1.1.**, Note 6); changes approval authority for foreign civilians and exceptions to policy from SECAF and CSAF to AF/CV IAW AFI 24-101 (**Table 1.1.**, lines 5 and 29); provides guidance for orientation flights in non-USAF aircraft (**Table 1.1.**, line 20); and changes OASD/PA to SAF/PA for non-local travel for news media (**Table 1.1.**, lines 23 and 25). See the last attachment of the publication, IC 99-1, for the complete IC. A bar (|) indicates revisions from the previous edition.

Table 1.1. Orientation Flight (Note 1) and Public Affairs Travel Approval Authorities.

L I N E	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
1	Distinguished Visitor (DV)	Members of the Congress or their staffs (note 2)	SECAF via SAF/LL
2	orientation flight	Federal and foreign government officials (note 6)	MAJCOM/CC (notes 3, 4, 5)
3		US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander	Overseas MAJCOM/CC (notes 3, 5)
4	Familiarization orientation flight	Foreign nationals (working for the DoD), when in the commander's overseas area of responsibility, and when the commander has determined that the flight is in the primary interest of the DoD. (Ref. DoD 4515.13-R, Chapter 10, para. G.2.) (note 6)	
5		Foreign civilians (note 6)	HQ USAF/CV
6		Foreign military (Brigadier General (equivalent) and above or civilian equivalents) (note 6)	MAJCOM/CC (notes 3, 4, 5)
7		Foreign military (Brigadier General (equivalent) and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (note 6)	HQ USAF/XOO

L	A	B	C
I N E	Type of Flight	Authorized Participants	Approval Authority
8		Foreign military (Colonel (equivalent) and below or civilian equivalents) (note 6)	MAJCOM/FOA/DRU/CC (note 3) (may be delegated to NAF/CC and Center/CC)
9		Foreign military during participation in exercises sponsored or directed by CJCS, unified commanders, and USAF component commanders of unified commands, which include combined operations of US and foreign forces. (Ref. DoD 4515.13-R, chapter 2, para. B.8.f.) (notes 6, 7) (note 1 N/A)	MAJCOM/CC (note 3)
10	Familiarization orientation flight (Continued)	Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training. (Ref. DoD 4515.13-R, chapter 2, para. B.8.b. and c. and AFI 11-401, para. 1.14.2.) (note 6) (note 1 N/A)	Applicable Training Unit Commander
11		Foreign military not listed above. (Ref. AFI 11-401, para. 1.17.) (note 6)	HQ USAF/XOO
12		US citizens, when in direct support of the approving command. (Ref. DoD 4515.13-R, Chapter 10, para. E.3.a.) (note 8)	MAJCOM/CC (notes 3, 4)
13		Active-duty and Air Reserve Component (ARC) military (all grades) and DoD civilian equivalents (all grades)	MAJCOM/DO (notes 3, 9) (may be delegated but not lower than WG/CC or
14		Service Academy and ROTC cadets and midshipmen (note 10)	equivalent level)
15		Junior ROTC, Civil Air Patrol, Explorer Scouts	
16		FAA employees (comply with DoD 4515.13-R, Chapter 4, para. C.6.)	
17		Civilian employees of DoD contractors (note 11)	
18	Incentive orientation flight	USAF active-duty and ARC military members	MAJCOM/DO (notes 3, 9) (may be delegated but not

L	A	B	C
I N E	Type of Flight	Authorized Participants	Approval Authority
19	Spouse orientation flight	Spouses of US active-duty and ARC military members	lower than WG/CC or equivalent level)
20	Orientation flights in non-USAF aircraft	USAF active-duty and ARC military members (note 1 N/A)	WG/CC or equivalent level (determines line of duty status)
21	Point-to-point orientation flights		MAJCOM/CC (notes 3, 4, 5)
22	Public Affairs travel and orientation flights	News media (local/regional representatives)	Local travel (note 12)WG/FOA/DRU/CC (notes 14, 15)
23			Non-local travel (note 13)MAJCOM/CC (notes 3, 4) and SAF/PA
24		News media (national/international representatives)	Local travel (note 12)MAJCOM/CC (notes 3, 4, 15, 16)
25			Non-local travel (note 13)MAJCOM/CC (notes 3, 4) and SAF/PA
26		Community Relations (local individuals): civic leaders; community youth programs	Local travel (note 12)WG/FOA/DRU/CC
27		(note 17); US citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (note 18)	Non-local travel (note 13)MAJCOM/CC (notes 3, 4)
28		Community Relations (non-local individuals): civic leaders; community youth programs (note 17); US citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (note 18)	MAJCOM/CC (notes 3, 4)

L	A	B	C
I	Type of Flight	Authorized Participants	Approval Authority
N			
E			
29	All other orientation flights and public affairs travel	Not listed above	HQ USAF/CV (note 19)

NOTES:

1. "Orientation flights" are defined as "continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin." "Note 1 NA" means the category of flight is not considered an orientation flight.
2. Requests for point-to-point travel must be specifically addressed and approved by SecAF. Retiring Members of the Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Legislative Affairs (ASD(LA)). (Ref. DSD Memo, 23 Dec 96.)
3. When aircraft are "chopped" or assigned to a gaining Commander in Chief (CINC), approval authority will be the Commander Air Force Forces (COMAFFOR) or Theater Special Operations Command (SOC) commander.
4. Superintendent approval authority for USAFA.
5. Inform AF/CC/XO/XOO, if approved.
6. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. Note: Foreign military "civilian equivalents" are comparable to DoD "civilian equivalents."
 - a. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201, Disclosure of Military Information to Foreign Governments and International Organizations.
 - b. Coordinate with SAF/IA, before approval, to ensure no political concerns that would prevent the flight.
7. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.
8. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.
9. 34 TRW/CC approval authority for USAFA.
10. For foreign students enrolled in Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.
11. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract. If not otherwise specified in the government con-

tract, point-to-point orientation flights require MAJCOM/CC approval. (Ref. DoD 4515.13-R, Chapter 2, para. B.9.b.)

12. DoD 4515.13-R, Chapter 3, defines local travel as travel which can be considered local with respect to distance from the DoD Component Headquarters, or installation concerned, and to the scope of interest in the public affairs program involved.

13. DoD 4515.13-R, Chapter 3, defines non-local travel as:

- a. Travel from one country to another.
- b. Travel outside the geographic area of responsibility of the command originating the travel request.
- c. Travel which cannot be considered local due to the expanded scope of interest in the public affairs program involved, distance of travel, or the distance from the DoD Component Headquarters, or installation, requesting the travel.

14. Inform MAJCOM/PA.

15. Tenant unit Wing/FOA/DRUs will coordinate with host installation PAO and commander.

16. Inform SAF/PA.

17. Eligible categories of community youth programs (and charitable organizations) (Ref. DoD 1100.20, Support and Services for Eligible Organizations and Activities Outside the Department of Defense, Enclosure 2, paragraph 4.b. and Section 508 of title 32, United States Code) include: Boy (Girl) Scouts of America, Boys (Girls) Clubs of America, Young Men's (Women's) Christian Association, Civil Air Patrol, United States Olympic Committee, Special Olympics, Campfire Boys (Girls), 4-H Club, and Police Athletic League. For orientation only, not point-to-point. Parental and/or guardian permission is required and must be approved by SAF/PA.

18. Travel which is designed to improve relations, increase good will, or serve humanitarian purposes does not meet the criteria.

19. Requests for exception to policy must be submitted according to DoD 4515.13-R, Chapter 10, para. B. Note: Exception to policy authority delegated from CSAF to AF/CV IAW AFI 24-101, Passenger Movement.

1.9.3.7.1. Orientation flights are defined as "continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin." MAJCOM commanders are the approval authority for waivers allowing "point-to-point" orientation flights.

1.9.3.7.2. CSAF or SecAF are the approval authorities for orientation flight and public affairs travel participant categories not otherwise listed in [Table 1.1](#). Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, chapter 10, paragraph B.

1.9.3.7.3. The USAF conducts orientation flights to reward and motivate individuals (incentive orientation flights only), ensure a better understanding of a particular weapon system and its role, or when the flight is determined to be in the best interest of the USAF. There are four types of orientation flights:

1.9.3.7.3.1. Incentive Flights. Providing a visible reward to military personnel for outstanding service and to motivate others to similar performance levels.

1.9.3.7.3.2. Distinguished Visitor (DV) Flights. Displaying USAF weapons systems to individuals so they gain a better understanding of the particular mission

1.9.3.7.3.3. Familiarization Flights. Familiarizing individuals who normally have aviation-related responsibilities with USAF aircraft and missions.

1.9.3.7.3.4. Spouse Orientation Flights. Familiarize military spouses with the unit aircraft and mission so as to enhance their understanding of the military members role and contribution to the Air Force mission. Spouse orientation flights will be limited to retention and recruitment of critical skills and will not be expanded to an all skills, service-wide program. These flights must adhere to the following:

1.9.3.7.3.4.1. Will be provided within approved flying hour programs.

1.9.3.7.3.4.2. Will not use aircraft that require routine oxygen breathing equipment, are equipped with ejection seats, or have automatic escape devices that require special training.

1.9.3.7.3.4.3. Simulated emergency procedures, unusual attitudes, touch-and-go landings, minimum altitude, terrain following profiles, and airdrop missions are prohibited.

1.9.3.7.3.4.4. A qualified pilot will occupy either the pilot or copilot seat throughout the flight. Under no condition will a spouse be given control of the aircraft. The aircraft commander will brief this restriction prior to each mission.

1.9.3.7.4. MAJCOMs, ANG, FOAs, and DRUs will administer this program according to DoD 4515.13-R and the above guidelines. For approval authorities in [Table 1.1](#), ANG will use equivalent positions, as appropriate.

1.9.3.7.4.1. Maintain appropriate documentation on activity levels and periodically evaluate the program effectiveness.

1.9.3.7.4.2. Deleted.

1.9.3.7.4.3. Requests for orientation flight support from other MAJCOMs will be sent to the supporting MAJCOM DO for staffing and approval.

1.9.3.7.5. Deleted.

1.9.3.7.6. MAJCOMs, ANG, FOAs, and DRUs will forward copies of their supplements to the orientation flight program to HQ USAF/XOOT.

1.9.3.7.7. The USAF conducts Public Affairs travel and orientation flights for prominent US citizens, civic leaders, news media representatives, etc. See DoD 4515.13-R, AFI 35-201 and AFI 35-206 for additional guidance. [Table 1.1](#) contains approval authorities for various categories of Public Affairs travel.

ATTACHMENT 10 (ADDED-AFRC)**OPERATIONS RESOURCE MANAGEMENT RESPONSIBILITIES**

A10.1. (Added-AFRC) Purpose: This set of instructions establishes basic guidelines and expected duties and responsibilities for each level of responsibility within the 1C0X2 career field functional area.

A10.2. (Added-AFRC) AFRC. Director of Operations Training division is the functional management authority for all AFORMS and 1C0X2 career field functions. AFRC/DOTSF is the OPR and:

A10.2.1. (Added-AFRC) Provides written guidance and assessment criteria.

A10.2.2. (Added-AFRC) Establishes procedures for the operations resource management (ORM) within AFRC.

A10.2.3. (Added-AFRC) Establishes AFRC assessment items to be evaluated during Unit Compliance Inspections.

A10.2.4. (Added-AFRC) Coordinates and publishes all changes and supplements to AFIs and MAJCOM directives.

A10.2.5. (Added-AFRC) Resolves issues between NAF, AFRC units and gaining commands.

A10.2.6. (Added-AFRC) Convenes workshops and conferences--as required--relating to AFORMS and 1C0X2 career field to review, improve, and resolve issues.

A10.2.7. (Added-AFRC) Monitors ARB/FEB actions, procedures, and requests for HQ AFRC.

A10.2.8. (Added-AFRC) Writes and reviews position descriptions (PD) and Air Force core documents (CD) for ARTs assigned to AFRC 1C0X2 career field.

A10.2.9. (Added-AFRC) Provides staff assistance visits (SAV) and training assistance to subordinate units.

A10.2.10. (Added-AFRC) Assists directorate of personnel (DP) and directorate of plans (XP) staffs in resolving 1C0X2 personnel issues.

A10.2.11. (Added-AFRC) Review and approve all automated computer software programs used in ORM.

A10.3. (Added-AFRC) Numbered Air Forces (NAF). 4 AF, 10 AF, and 22 AF are AFRC assigned NAFs and are the functional management authorities for all ORM actions within their NAF. Each NAF AFORMS manager:

A10.3.1. (Added-AFRC) Acts as the NAFs OPR for AFORMS system.

A10.3.2. (Added-AFRC) Establishes AFORMS training guidelines and procedures for their NAF.

A10.3.3. (Added-AFRC) Reviews and analyzes status of resources and training systems (SORTS) reports.

A10.3.4. (Added-AFRC) Ensures HQ AFRC/DOTSF is forwarded current SMO and Indoctrination flyer letters NLT 31 Aug.

A10.3.5. (Added-AFRC) Ensures wings and unit assigned personnel assigned to monitor incentive pay are properly trained, aware of current pay policy, and are currently utilizing the HQ AFRC directed incentive pay program (effective date: 1 Oct 98).

A10.3.6. (Added-AFRC) Ensures NAFs have on file all HOSM/FMO letters of appointment. A copy of each letter must be forwarded to HQ AFRC/DOTSF.

A10.3.7. (Added-AFRC) Compiles annual operations resource manager of the year award nomination packages from units under their control. Ensures that a single winner is selected from each category and forwards winning packages to HQ AFRC for command level competition.

A10.3.8. (Added-AFRC) Conducts SAVs on assigned units.

A10.3.9. (Added-AFRC) Reviews all ARB waivers and aviation service requalification/revalidation requests prior to packages being forward to HQ AFRC.

A10.3.10. (Added-AFRC) Manages or assists the NAF/DO staff in managing the NAF flying hours allocation program.

A10.3.11. (Added-AFRC) Establishes training guidelines for assigned wing and unit command and control and squadron operations.

A10.4. (Added-AFRC) Wing operations/host operations system manager (HOSM). A wing 1C092 functional manger must be appointed (on bases without a HOSM, this responsibility is delegated to the flight operations superintendent. duties may be limited based on host tenant agreement). Overall responsibility for these functions lies with the operations group commander. The appointed 1C092 ensures the following is accomplished:

A10.4.1. (Added-AFRC) Complies with instructions outlined in AFI 11-202, 401, 402, 403 and other instructions established by HQ USAF, AFRC, NAFs, gaining command, or unit.

A10.4.2. (Added-AFRC) Acts as the wing focal point for aviation service actions for upward reporting as well as disseminating information from their assigned NAF pertaining to AFORMS and the 1C0X2 career field.

A10.4.3. (Added-AFRC) Works with operations group commander/DOs on 1C0X2 personnel issues.

A10.4.4. (Added-AFRC) Ensures all 1C0X2 personnel are trained to perform assigned tasks and duties and properly documents training according to the individual PD/skill level.

A10.4.5. (Added-AFRC) Develops procedures for ensuring proper creations and assignment of training profiles, aircrew training requirements/accomplishments, assignment of aircrew position codes, flying hours, FEB/ARB/REQUAL actions, and monitoring incentive pay.

A10.4.6. (Added-AFRC) Conducts SAVs on assigned units annually. Contacts NAF/AFRC/DOTSF for any assistance required. Forwards information copy of finding to AFRC/DOTSF within 50 days of visit.

A10.4.7. (Added-AFRC) Coordinates all special AFORMS requirements with the AFRC/DOTSF.

A10.4.8. (Added-AFRC) Establishes and controls update procedures for timely and accurate data base maintenance, including initialization of records for newly assigned personnel and developing supplementary forms and instructions, as necessary, for AFORMS.

A10.4.9. (Added-AFRC) Maintains strict control of all AFORMS USERID for all system users.

A10.4.10. (Added-AFRC) Coordinates support agreements with tenant flight management functions having direct access to AFORMS.

A10.4.11. (Added-AFRC) Develops procedures for managing and filing all data source documents according to AFM 37-139 and other governing instructions.

A10.4.12. (Added-AFRC) Coordinates with the flying training section to determine training tracking needs and assists with the development of AFORMS training profiles.

A10.4.13. (Added-AFRC) Provides assistance as needed to any staff agency with design and development of AFORMS-produced information management listings.

A10.4.14. (Added-AFRC) Develops procedures to ensure aeronautical orders are prepared and processed correctly.

A10.4.15. (Added-AFRC) Assigns and updates aeronautical ratings and badges.

A10.4.16. (Added-AFRC) Develops procedures to ensure MPOs are prepared and processed correctly.

A10.4.17. (Added-AFRC) Maintains flight record folders for all rated and nonrated aircrew members and operational support members assigned to base and/or serviced by servicing MPF.

A10.4.18. (Added-AFRC) Ensures flight record certifications are performed annually for active aircrew members.

A10.4.19. (Added-AFRC) Coordinates assignment actions with MPF and NAF as appropriate.

A10.4.20. (Added-AFRC) Informs NAF when changes occur in HOSM and FMOs.

A10.4.21. (Added-AFRC) Informs NAF and HQ AFRC of vacancies in manning requirements.

A10.4.22. (Added-AFRC) Ensures current operations and AFORMS related publications are on hand.

A10.4.23. (Added-AFRC) Ensures the accuracy of aviation service data in the AFORMS database by using the aviation service period suspense list.

A10.4.24. (Added-AFRC) Maintain on file, a comprehensive written host tenant support agreement with the Squadron Operations System Management (SOSM) outlining specific duties and responsibilities in support of the SOSM functions. Support agreement will be reviewed annually to ensure any modifications are made to the agreement of both parties.

A10.4.25. (Added-AFRC) Establishes procedure to ensure that individual aircraft flying hours and training accomplishments are audited for accuracy prior to being entered into the AFORMS database and is audited after system updates (current and previous month audits must be printed and maintained).

A10.5. (Added-AFRC) SOSM Responsibilities:

A10.5.1. (Added-AFRC) Ensures all 1C0X2s are being trained and that only properly trained personnel (or those in training) operate AFORMS.

A10.5.2. (Added-AFRC) Ensures training is properly documented in the individual's OJT Record.

A10.5.3. (Added-AFRC) Manages the squadron's AFORMS database.

A10.5.4. (Added-AFRC) Assists HOSM in managing the flight pay program when serviced by an active duty HOSM.

A10.5.5. (Added-AFRC) Conducts (semi-annual) unit self-inspections.

A10.5.6. (Added-AFRC) Manages the unit's flying hour program AFTO Form 781 and audits the daily and monthly aircraft utilization report.

A10.5.7. (Added-AFRC) Manages the unit's flying/ground training program.

A10.5.8. (Added-AFRC) Provides AFORMS support as directed by the unit operations officer/training officer.

A10.5.9. (Added-AFRC) Ensures AFORMS users have a comprehensive knowledge of system capabilities and products available for system users.

A10.5.10. (Added-AFRC) Ensures prompt and accurate input of all AFORMS data. Audits all input transactions against AFORMS source documents to ensure accurate data base update.

A10.5.11. (Added-AFRC) Develops operating instructions/continuity books for the squadron operations center to include opening/closing checklist, go/no-go procedures, flight authorization preparation, flight documentation collection and auditing, and local requirements.

A10.5.12. (Added-AFRC) Assists the standardization/evaluation officer in managing aircrew evaluation program.

A10.5.13. (Added-AFRC) Performs command and control functions at squadron operations center.

A10.5.14. (Added-AFRC) Assists in aircrew scheduling functions.

A10.5.15. (Added-AFRC) Prepares unit SORTS reports.

A10.5.16. (Added-AFRC) Prepares local and cross-country flight authorizations.

A10.5.17. (Added-AFRC) Monitors flight medical program. Establish local procedures for ensuring aircrew member do not fly with overdue physicals or while in duty not involving flying (DNIF) status. Ensure annual physicals are updated in AFORMS.

A10.5.18. (Added-AFRC) Develops procedures for managing and filing data source documents according to AFMAN 37-139.

A10.5.19. (Added-AFRC) Develops procedures to ensure proper assignment of crew position codes and appropriate training profiles.

A10.5.20. (Added-AFRC) Ensures proper recording and processing of sonic boom activity and the information is passed to the HOSM on a weekly basis.

A10.5.21. (Added-AFRC) *Commanders of units operating aircraft capable of supersonic flight or units that manage airspace used by such aircraft will establish internal methods to document unplanned sonic boom flight activities. The minimum information to be retained includes: callsign/type aircraft, unit, location of supersonic event, and the route of flight.*

A10.5.22. (Added-AFRC) Ensures current Air Force instructions, operation instructions, checklists, SAV reports, etc. are on hand.

A10.5.23. (Added-AFRC) Ensures newly assigned aircrew member report to HOSM office within 30 days of assignment for initial record review and certification.

A10.5.24. (Added-AFRC) Establishes a comprehensive written support agreement with the HOSM outlining specific duties and responsibilities in support of the SOSM functions. The support agreement will be reviewed annually to ensure any modifications are made to the agreement

ATTACHMENT 11 (ADDED-AFRC)**ORIENTATION AND PUBLIC AFFAIRS FLIGHT PROCEDURES****A11.1. (Added-AFRC) Purpose:**

A11.1.1. (Added-AFRC) An orientation flight as defined in DoD 4515.13-R is a continuous flight "in DoD-owned aircraft performed within the local flying area and terminating at the point of origin." "Local flying area" includes those missions launching and recovering at the same location when at deployed locations. An orientation flight may be conducted to reward or motivate individuals, ensure a better understanding of a particular weapon system and its role in the AFRC mission, or when the flight is determined to be in the best interest of the Air Force. The four types of orientation flights, examples of the recipients, and appropriate approval authority for each are discussed below. Public affairs travel is any travel or transportation of individuals, groups, or materiel undertaken as a result of a request to or an invitation from, and authorized by, an approving authority in the interest of adding to the public understanding of DoD activities. It includes travel or transportation involving individuals or cargo, military or civilian, government or non-government, U.S., or foreign requests. Travel may be local or non-local, point-to-point, reimbursable or non-reimbursable.

A11.1.2. (Added-AFRC) Overall, the orientation and public affairs flight programs are valuable tools to AFRC and the Air Force. Commanders must determine which type of flight is appropriate, if a specific type flight will be recommended, and if proper justification has been provided. Each commander must review the programs under his control, ensuring balance between unit training priorities and the flight program. To effectively manage the program, strong leadership is required at all levels to ensure AFRC derives the appropriate benefits.

A11.1.3. (Added-AFRC) Commanders of fighter units must ensure each flight is properly justified to include benefit to the Air Force Reserve, and each sortie profile is designed to meet the passenger's needs or limitations to ensure a positive flight experience. Both the 10 AF/CC and AFRC/DO, or higher authority, via the AFRC mission setup worksheet must approve each orientation flight aboard a fighter aircraft, at a minimum.

A11.1.4. (Added-AFRC) Commanders must ensure that all requests, for incentive, orientation, familiarization and public affairs flights, are conducted on a noninterference basis within their normal training schedule.

A11.2. (Added-AFRC) Types of orientation and public affairs (PA) flights, and specific approval authority. There are four types of orientation flights: distinguished visitor (which for PA includes civic leaders, employers, and media), incentive, familiarization and spouse orientation. Approvals, regardless of level, are to be documented in writing and maintained per AFMAN 37-123, *Management of Records* (dispose according to AFMAN 37-139). Unit/PA's send public affairs related requests to HQ AFRC/PA for concurrence/action and an information copy to the NAF/PA. All orientation flights (no travel authorized) in fighters requires, at a minimum, 10 AF/CC and AFRC/DO approval. All requests for approval should include justification for the flight and the profile to be flown; to include any special training the approved individual may require. These requests must be made in writing to HQ AFRC/DOOM NLT 7 working days prior to the desired flight date. Unless there are unique circumstances, no one should participate in repeat orientation flights. (Exception: public affairs related orientation flights are restricted to no more than one flight every 2 years). Any repeat orientation flights require approval at the applicable level.

Requirements for public affairs related orientation flights will be contained in AFI 35-101, *Public Affairs Wartime Planning, Training, and Equipment* (now in coordination). Presently AFI 35-103, *Air Force Reserve Public Affairs Program*, is still in force, however, approval levels should be compared against the current version of AFI 11-401 and this supplement to determine proper approvals are obtained.

A11.2.1. (Added-AFRC) Incentive Flights. These flights allow a unit commander to provide a visible reward to unit military personnel for outstanding service and to motivate others to similar levels of performance. Most individuals will not be physically nor physiologically prepared for the stresses that can be encountered in fighter aircraft; therefore, these flights normally restrict mission training because of the requirement to modify training profiles. **EXAMPLE:** Reward to the airman-of-the-quarter for superior performance. The importance of incentive flights and participants' varieties of backgrounds require commanders to carefully consider the flight's specific aims. NAFs will ensure thorough guidance is available to their units to adequately and safely conduct incentive flight programs. Wings develop, execute, and track their own incentive flight programs. All AFRC units are required to submit to AFRC/DOTSF a quarterly orientation flight report. Report due date is the 15th of the month following the quarter. Report will include: type of orientation flight requested and flown, name of individual, date of flight, type of aircraft, and hours flown. NAFs will annually review each of their subordinate unit's incentive flight programs to ensure proper emphasis on number, mission type, and local command involvement. Repeat incentive flights will require NAF/CC approval. This does not prohibit an individual from flying more than one incentive flight in his/her career; an individual will be eligible to compete for a flight at each of his/her PCS locations.

AUTHORIZED PARTICIPANTS: Military personnel assigned to their command.

APPROVAL AUTHORITY: AFRC/DOOM

A11.2.2. (Added-AFRC) Distinguished Visitor Flights. Authorized participants and approval authority are listed in **TABLE A11.1. (AddedAFRC)**

A11.2.3. (Added-AFRC) Familiarization Flights. These flights allow commanders to familiarize individuals with AFRC aircraft and mission. These individuals normally have aviation-related responsibilities, thus the flight profile does not restrict mission training, that is, the flight is an unrestricted mission profile. Example: AFA/AFROTC cadets flying a U.S. military aircraft; pilots observing a related mission; or civilian employees of firms engaged in contract work with the government. This applies only if the contract specifies familiarization flights are or may be necessary for successful completion of the contract.

A11.3. (Added-AFRC) Orientation Flight Procedures:

A11.3.1. (Added-AFRC) The pilot in command is highly qualified to perform the flight.

A11.3.2. (Added-AFRC) All passengers receive appropriate life support, egress, and emergency procedures training prior to flight. Passengers flying in fighter aircraft must either have a medical records review and be interviewed by a flight surgeon or be examined by a flight surgeon within 30 days of the flight.

A11.3.3. (Added-AFRC) Fighter/Attack aircraft flights above 18,000 feet require physiological training according to AFI 11-403. Non-rated personnel, as a minimum, will also have a medical records review and an interview with a flight surgeon prior to flight.

A11.3.4. (Added-AFRC) Criteria for incentive and distinguished visitor flights for fighter or attack aircraft only:

A11.3.4.1. (Added-AFRC) The flight is normally a dedicated single ship mission. Target ships or formation flights are permissible when they serve the specific purpose of the orientation flight, but must be coordinated and approved through 10 AF/CC. PA related fighter flights will always be single ship missions unless otherwise approved by 10 AF/CC and AFRC/DO.

A11.3.4.2. (Added-AFRC) Plan and execute incentive and distinguished visitor flight profiles in a low-risk environment. With the exception of take-off and landing, the mission is flown above 1,000 feet above ground level (AGL). All external ordnance is downloaded from the aircraft and all guns will be mechanically safe.

A11.3.4.3. (Added-AFRC) The flight pre-briefing covers all aspects of the flight to relieve apprehension. Instructor pilot advisories in-flight will be timed to achieve the same objective.

A11.3.4.4. (Added-AFRC) Perform aerobatics only when requested by the passenger, and then carried out in a measured orientation context.

A11.3.4.5. (Added-AFRC) Avoid abrupt, unexpected maneuvers, and excessive G-loading (over Gs).

A11.3.4.6. (Added-AFRC) Passengers will not be given control of an orientation aircraft below 5000 AGL or during any critical phase of the mission (fighter aircraft only).

A11.3.5. (Added-AFRC) Criteria for Familiarization Flights:

1.9.3.7. (AFRC) Personnel fly as OP/XP (if authorized by AFI 11-401, [Table A2.3.](#)).

A11.3.5.2. (Added-AFRC) Commanders must consider the individual's background to determine the type of flight appropriate to the passenger's experience and the flight purpose.

A11.3.5.3. (Added-AFRC) Military rated pilots will not control the orientation aircraft during critical phases of flight until the instructor pilot has evaluated pilot skills and ability to handle the aircraft in a benign environment (10,000 feet AGL for all aircraft and 2,000 feet AGL for helicopters). Critical phases of flight are: takeoff, instrument departures, air-to-air refueling, close formation, over-the-top aerobatics, instrument approaches, low-altitude flying and landing.

A11.3.5.4. (Added-AFRC) Senior Supervisory Flights. These flights allow senior supervisors of AFRC to review flying training effectiveness, operational flying procedures, and aircrew performance in aircraft in which they are not qualified/current. These individuals will be actively flying rated officers. These flights will be with an instructor pilot and do not require restricted mission profiles.

A11.3.5.5. (Added-AFRC) Other participants will not control the orientation aircraft during critical phases of flight, as defined above.

A11.3.5.6. (Added-AFRC) Restrictions imposed by paragraphs [A11.3.4. \(AddedAFRC\)](#) and paragraph [A11.3.5. \(AddedAFRC\)](#) may be waived in unusual cases by the NAF/CC with information to HQ AFRC/DO.

A11.4. (Added-AFRC) ACC (other than fighter aircraft) and AMC restrictions. Gaining major command restrictions on the conduct of flights with passengers in ACC and AMC aircraft apply to AFRC, ACC-gained, and AMC-gained units conducting an orientation flight.

TABLE A11.1. (Added-AFRC) Orientation Flight & Public Affairs Airlift Procedures.

PROPOSED EVENT	NAF/CC	AFRC	USAF	OSAF/OASD	REMARKS/ NOTES
<u>Note 1 applies to all approval/ concurrence procedures listed below. Also, see note 2 for all requests for non-military passengers.</u>					
1. DISTINGUISHED VISITOR:					
a. Congressional Members and/or their Staffers	Info	DO/PA Concur Info CC	Info XOO	SAF/LL Approve	Direct Liaison Authorized
b. Key Federal Officials and Foreign Government Officials	Info	CC Approve DO Concur PA Info	Info AF/CC XO/ XOO	SAF/LL &/or PA Info	NOTE: AFRC/PA Informs SAF/PA and/or SAF/LL
2. FAMILIARIZATION					
a. Foreign National Civilians/Military OCONUS	Info	CC Approve DO Concur	Info XOO		Theater CINC and/or Component/CC Approve (See Note 5)
b. Foreign Military or civilian equivalents CONUS	Info	CC Approve DO Concur	Info AF/CC XO/ XOO		Requires Foreign Disclosure Information from OASD/IAD (See Note 5)
c. All U.S. Government Employees	Info	DOOM Approve			
d. All U.S. Military (Active/ARC) All Grades	Info	DOOM Approve			
e. AF Artist Program Participants	Info	DOOM Approve PA/HO Concur		SAF/AART Concur	NOTE: AFRC/HO works SAF/AART requirements (See Note 6)

PROPOSED EVENT	NAF/CC	AFRC	USAF	OSAF/OASD	REMARKS/ NOTES
f. AFA cadet	Info	DOOM Approve			
g. AFROTC cadet	Info	DOOM Approve			
h. JROTC cadet	Info	DOOM Approve			
i. FAA/Air Traffic Control Orientation	Info	DOOM Approve			
j. CAP cadet	Info	DOOM Approve			
k. Air Weapons Controllers	Info	DOOM Approve			
l. Explorer Scouting Program	Info	DOOM Approve			
m. Contract employee	Info	DOOM Approve			(See Note 3)
3. INCENTIVE					
a. Members assigned to the command	Info	DOOM Approve			
b. Members not assigned to the com- mand	Info	DOOM Con- cur DO Approve			
4. SPOUSE ORIENTATION					
a. AFRC Spouse	Info	DOOM Approve			
b. Non-AFRC Spouse	Info	DOOM Con- cur DO Approve			
5. PUBLIC AFFAIRS ORIENTATION					
a. Local/State/Civic Leaders/Employers-	Info	DOOM Con- cur PA Con- cur DO Approve			

PROPOSED EVENT	NAF/CC	AFRC	USAF	OSAF/OASD	REMARKS/ NOTES
b. Local/Regional News Media	Info	DOOM Concur PA Concur DO Approve		SAF/PAC Info	NOTE: AFRC/PA Informs SAF/PAC
c. National & International News Media	Info	DOOM Concur PA Concur CC Approve		SAF/PAC Info	NOTE: AFRC/PA Informs SAF/PAC
d. All Fighter PA related Orientation Flights Media or Civilian	Concur	DOOM Concur PA Concur DO Approve		OSAF/OASD/PA Info	NOTE: AFRC/PA Informs OSAF/OASD/PA (See Note 5)
e. Members of DOD approved National Youth Groups	Info	DOOM Approve PA Concur		SAF/PAC and USAF/XOO Info	NOTE: AFRC/PA Informs SAF/PAC & USAF/XOO (See Note 4)
f. Community Youth Programs					Starbase & Galileo
8. PUBLIC AFFAIRS TRAVEL					Not authorized under DODD 1100.20, Paragraph 4.4.2.1.3.
a. Local/State/Civic Leaders/Employers CONUS Travel only	Info	DOOM Concur PA Concur DO Approve			
b. NCESGR Approved State ESGR "Boss-lifts" CONUS Travel only	Info	DOOM Approve PA Concur		SAF/PAC Info	NOTE: AFRC/PA Informs SAF/PAC
c. Local/Regional News Media in CONUS	Info	DOOM Concur PA Concur DO Approve		SAF/PAC & OASD/RA Info	NOTE: AFRC/PA Informs SAF/PAC & OASD/RA (See Para A11.13)
d. Local/Regional News Media OCONUS	Info	DOOM Concur PA Concur CC Approve		SAF/PAC Info	NOTE: AFRC/PA Informs SAF/PAC

PROPOSED EVENT	NAF/CC	AFRC	USAF	OSAF/OASD	REMARKS/ NOTES
e. National & International News Media CONUS	Info	DOOM Concur PA Concur CC Approve		OSAF/OASD/PA Approve	NOTE: AFRC/PA works OSAF/OASD/PA Approval and Theater CINC and/or Component/ CC Approval
e. National & International News Media OCONUS	Info	DOOM Concur PA Concur CC Approve		SAF/PAC Info	NOTE: AFRC/PA Informs SAF/PAC (See Note 5)
8. FLIGHTS NOT COVERED ABOVE	Info	CC Concur		OSAF/OASD/PA Approve	

NOTE 1: The procedures outlined in the matrix above apply to both unit equipped and associate units. However, associate units must also follow their gaining MAJCOM approval procedures while complying with the above requirements. In all cases the unit commander, or in his/her absence their designee, must concur/approve any use of assigned aircraft. All cargo aircraft performing a non-pressurized tactical mission profile with non-crew members (other than paratroopers) aboard require an AFRC/DO approved waiver per the applicable weapons system instruction.

Fighter Flight Requests: All fighter flights carrying non-unit personnel require, at a minimum, 10 AF/CC concurrence and AFRC/DO approval.

Public Affairs Flights: A PA flight-tracking number is required if a mission is public affairs in nature. All AFR unit PAs must submit a verbal or e-mail report to HQ AFRC/PAC the first duty day following the completion of a PA tracked flight. Request for HQ AFRC/PA action should reach them at least 15 duty days prior to the flight for orientation flights and 20 duty days for point-to-point travel. Provide an information copy to your NAF/PA. OCONUS action based on DOD Foreign Clearance Guide requirements.

Mission Identifier Requirements: The DOOM office must issue a mission identifier (MI) for all flights with non-aircrew passengers. The MI for the flight is issued after approval by the proper authority. No flight will be conducted prior to obtaining an MI. Any flight requiring AFRC/CC approval will be accomplished via the MI process by AFRC/DOOM. A request for an MI via the AFRC mission setup worksheet should reach AFRC/DOOM not later than seven (7) duty-days prior to the flight.

Orientation Flight Reporting Procedures: All AFRC units are required to submit to AFRC/DOTSF a quarterly orientation flight report. Report due date is the 15th of the month following the quarter. Report to include: type of orientation flight requested and flown, name of individual, date of flight, type of aircraft, and hours flown.

NOTE 2: All non-US military passengers are required to complete a DD Form 1381, **Air Transportation Agreement**. This form must be collected from flight participants and retained by either flight operations or the unit command post, along with the flight manifest, until mission completion.

NOTE 3: Only if contract contains a clause specifically allowing airborne observation of contract components for purpose of familiarization with in-flight operation.

NOTE 4: Requests requiring NAF action should be processed a minimum of 20 workdays prior to the desired flight date.

NOTE 5: AFRC units out-of-CONUS or deploying out-of CONUS, and desiring to offer orientation flights to foreign nationals must first obtain HQ AFRC/CC approval. After AFRC/CC approval of flights, request is forwarded to theater/component CINC for final approval. According to AFI 11-401, paragraph 1.16.4, and 1.17, units must ensure foreign military officials and civilians meet the foreign disclosure and disclosure of classified and sensitive information requirements prior to flight approval. The OSAF/IAD (DSN: 425-8809) office will be able to assist units in meeting this requirement. Submit to HQ AFRC/DOOM in-CONUS requests 20 days in advance, and 30 days in advance for OCONUS. Foreign news media visiting a CONUS unit will be cleared by the unit PA through the SECSTATE/USIA Foreign Press Center at (202) 724-0047, fax is (202) 724-0007, and include in requests for foreign media flights a statement of clearance by SECSTATE/USIA.

NOTE 6: The Air Force Artist program is managed under SAF/AART by Mr. Bob Limbrick, e-mail: limbricr@af.pentagon.mil, or DSN: 227-6629. AFRC/HO, at DSN: 497-1483, has oversight for the art program within AFRC.

ATTACHMENT 12 (ADDED-AFRC)**SPOUSE ORIENTATION FLIGHT PROGRAM**

A12.1. (Added-AFRC) Patriot spouse flights are limited to those spouses of Air Force personnel identified within the target group. The approved target group includes the spouse of the following:

A12.1.1. (Added-AFRC) Aircrew.

A12.1.2. (Added-AFRC) Operations.

A12.1.3. (Added-AFRC) Aircraft Maintenance.

A12.1.4. (Added-AFRC) Aerial Port.

A12.1.5. (Added-AFRC) Security Forces.

A12.1.6. (Added-AFRC) Life Support.

A12.1.7. (Added-AFRC) Those individuals occupying authorized bonus AFSCs applicable to their unit as published by HQ AFRC/DPRV.

A12.2. (Added-AFRC) The unit commander determines the number of spouses aboard each aircraft. Unit commanders will ensure prudent, effective program management to include maximum participation on any patriot spouse flight.

A12.3. (Added-AFRC) The wing/squadron commander has the authority to designate a sortie as a patriot spouse flight.

A12.4. (Added-AFRC) Training maneuvers restricted during passenger carrying missions will not be accomplished on spouse orientation flights.

A12.5. (Added-AFRC) Seats with proper restraints will be available for all passengers.

A12.6. (Added-AFRC) All orientation flight crew members must be fully qualified according to appropriate standardization/evaluation program. Only qualified pilots occupy the pilot and copilot seats at any time during the flight. Orientation flight participants will not occupy any crew position.

A12.7. (Added-AFRC) Orientation flights are prohibited:

A12.7.1. (Added-AFRC) Aboard any aircraft during a record attempt.

A12.7.2. (Added-AFRC) Aboard any aircraft participating in a test program.

A12.7.3. (Added-AFRC) Aboard any aircraft participating in minimum interval takeoff.

A12.7.4. (Added-AFRC) On the first flight of an aircraft accepted into the inventory.

A12.7.5. (Added-AFRC) On any flight of a special nature where abnormal conditions may exist.

A12.8. (Added-AFRC) Wings are responsible for monitoring the patriot spouse program to ensure compliance with applicable directives.

A12.9. (Added-AFRC) Flying units conducting spouse orientation flights ensure that all flights are properly documented and data filed according to the following report format:

A12.9.1. (Added-AFRC) Number of sorties by aircraft type.

A12.9.2. (Added-AFRC) Number of flying hours.

A12.9.3. (Added-AFRC) Target group and number of spouse carried by aircraft type.

A12.9.4. (Added-AFRC) Suggestions for improving the program.

A12.9.5. (Added-AFRC) Unusual circumstances or problems encountered.

A12.10. (Added-AFRC) Units forward consolidated report upon request to periodically evaluate the effectiveness of the program. Dispose of documentation according to AFMAN 37-139.

A12.11. (Added-AFRC) Spouse Taxi-Ride Program.

A12.11.1. (Added-AFRC) Aircraft (e.g., fighter, bomber) not appropriate for spouse orientation flights may be used in a spouse taxi ride program. The program is limited to those spouses outlined in paragraph **A12.1. (Added-AFRC)** The OG/CC will determine the personnel to be considered specialties in direct support of flying operations but will not expand the program to an all skills program for all members. The spouses of AFRC personnel in non-AFRC fighter units collocated with AFRC fighter units are eligible to participate in the program, but requires AFRC/DO approval.

A12.11.2. (Added-AFRC) Requirements.

A12.11.2.1. (Added-AFRC) Participants must be outfitted with: flight dress uniforms, gloves, jacket (if required), helmet, oxygen mask, or headset (as appropriate). Shoes must be worn and must be adequate to provide necessary support in event ground egress is required.

A12.11.2.2. (Added-AFRC) Ensure participants are thoroughly briefed and are physically capable of emergency ground egress.

A12.11.2.3. (Added-AFRC) Ensure participants are briefed on handles and switches they must not move, i.e., ejection handles, etc.

A12.11.2.4. (Added-AFRC) Under no circumstances will ejection pins be removed.

A12.11.2.5. (Added-AFRC) Ensure appropriate hot brakes/wheels inspection (as required) are completed between taxi trips.

A12.11.2.6. (Added-AFRC) All normal taxi before takeoff and post-landing checks, and procedures (excluding quick check and removal of ejection pins) must be completed as appropriate. The aircraft commander must obtain clearance onto the active runway, complete checks through AB initiation (if appropriate), release brakes, and bring the throttle to idle after acceleration is experienced. Maximum speed during the acceleration roll will not exceed 50 knots. Maximum taxi distance will not be exceeded.

A12.12. (Added-AFRC) Bosslift Policy: Air Force Reserve Command policy on supporting National Committee for Employer Support of the Guard and Reserve (NCESGR) "Bosslifts"

A12.12.1. (Added-AFRC) Background:

"Bosslifts" are an important tool for fostering a strong and supportive employer base. We must educate and familiarize all Reserve employers and potential employers on the importance of our Reserve forces and we will, within our abilities, continue to support this mission.

A12.12.2. (Added-AFRC) Policy:

A12.12.2.1 (Added-AFRC) "Bosslifts" proposed by state employer support of the Guard and Reserve (ESGR) committees must be approved by the Office of the Assistant Secretary of Defense for Reserve Affairs National Committee for Employer Support of the Guard and Reserve (OASD/RA-NCESGR). NCESGR will review itineraries for propriety of scheduled activities and ensure the proposed guest list does not reflect a preponderance of any particular group.

A12.12.2.2. (Added-AFRC) State ESGR committees must request "Bosslift" approval through OASD/RA-NCESGR and may not directly request airlift approval through a specific unit or major command prior to NCESGR approval. Each state ESGR committee will coordinate their requests beginning with their state field representative--a member of the NCESGR committee.

A12.12.2.3. (Added-AFRC) State ESGR committees may contact local airlift units to inquire on the feasibility of support should OASD/RA-NCESGR and HQ AFRC approve a "Bosslift."

A12.12.2.4. (Added-AFRC) C-5 units will not normally be approved to support a "Bosslift" due to high operating costs.

A12.12.2.4.1 (Added-AFRC) Primary aircraft preferred to support "Bosslifts" will be KC-135s or C-141s for cross country distances and C-130s for intrastate/regional airlifts.

A12.12.2.4.2. (Added-AFRC) All "Bosslift" participants are required to assemble at one departure location and will be returned to the same location. Multiple pickup points must be approved on a case-by-case basis by HQ AFRC/DO.

A12.12.3. (Added-AFRC) Tours outside the 48 contiguous United States are not permitted.

A12.12.4. (Added-AFRC) Until further notice, HQ AMC is not approving associate unit support of "Bosslifts."

A12.12.5. (Added-AFRC) Once OASD/RA-NCESGR has approved a proposed NCESGR "Bosslift" tour, a request to support is forwarded to HQ AFRC/PA for approval then to HQ AFRC/DO who will source the airlift or present the request at the quarterly allocation conference. Requests with itineraries should reach HQ AFRC 45-60 days in advance of travel date and should indicate if any AFR unit has expressed a willingness to support, if approved.

A12.12.5.1. (Added-AFRC) OASD/RA-NCESGR approval does not guarantee a "Bosslift" will be supported by an AFRC airlift or tanker unit. Final determination on support will be made by individual commanders and their ability to support a specific request after HQ AFRC approval.

A12.12.5.2. (Added-AFRC) Commanders must not obligate their unit to support a specific tour prior to OASD/RA-NCESGR and HQ AFRC approval.

A12.12.5.3. (Added-AFRC) Commanders must ensure that State ESGR Committee members inquiring on airlift support are aware that mission requirements may require cancellation of tours up to and including the day of departure.

A12.12.5.4. (Added-AFRC) OASD/RA-NCESGR is responsible for monitoring trips requested by state ESGR committee members and normally approve only one NCESGR sponsored "Boss-lift" per year per state.

A12.12.6. (Added-AFRC) Unit Responsibilities:

A12.12.6.1. (Added-AFRC) Before supporting a "Bosslift" originating from their home station or state, commanders should make every effort to nominate a proportionate number of unit member employers on proposed "Bosslifts."

A12.12.6.2. (Added-AFRC) Provide information packets to attendees which include AFRC and unit histories, fact sheets on unit aircraft, biography of the commander, crew information, etc.

A12.12.6.3. (Added-AFRC) Ensure itinerary includes a unit briefing to participants of "Boss-lifts" at Air Force Reserve locations visited to include home station and deployed location if applicable.

A12.12.6.4. (Added-AFRC) "Bosslifts" requiring ground time in excess of 24 hours at visited locations will require unit to schedule additional flying training at deployed location. HQ AFRC/DO is the waiver authority for this requirement.

A12.12.7. (Added-AFRC) Questions and any changes in dates or itinerary should be referred to HQ AFRC/PAB at DSN 497-1760 or (912) 327-1760, fax ext. 0878.